

Russell Industrial Center
1600 Clay
Detroit, MI 48211
(313) 872-4000

Welcome to the Russell Industrial Center, located at the hub of the expressway. We are happy that you have chosen our location as your new place of business. Our office is open Monday through Friday from 9:00 a.m. to 5:30 p.m.

Leasing Information

- **Leasing Terms:** Month to Month
- **Security Deposit:** Once you have decided upon a particular site, submit your application with the Security Deposit (equal to two months rent) in the form of Money Order, Cashiers Check or Certified Check

You have five (5) business days to cancel the agreement in order to receive a full refund of your security deposit.

Security Deposit is not to be used as a rental payment. Upon vacating the premises, a walk through will be performed to authorize a release of Security Deposit funds. Security Deposits are returned within thirty (30) days of vacating the said premises. Damage to premises, balance on lease accounts and utilities left unpaid will be deducted from security deposits. To protect your Security Deposit, a written thirty day notice must be submitted to our business office. Failure to do so will forfeit the security deposit return.

- **First Months Rent:** First months rent is due on or before your move in date. The lease will be signed and keys will be released at that time.

Regardless of your move in date a full first months rent shall be paid and the next months rent shall be prorated according to the date of move in. **Rent is due on the first day of each month, upon receipt of your invoice.** If rent is not received by the seventh (7) day of any month, a 10% late fee will be assessed to your account and payable with that month's rent.

- **Non Sufficient Funds (NSF) or Stop Payment of Checks:** Returned checks from a bank NSF or STOP PAYMENT will be assessed a \$25.00 fee, and funds to cover that check will be expected immediately.

I have read and understand the terms of the above procedures.

Applicant Signature: _____ Date: _____

Application

Use of Occupancy: _____

How soon will you need the space? _____

Name: _____

Name of Company: _____

Social Security # / FEIN # _____

Drivers License: _____

Current Address: _____

Contact Information:

Home: _____

Cell: _____

E-Mail Address: _____

In case of an emergency, please contact:

Name: _____ Relationship: _____ Phone: _____

Address: _____

Name: _____ Relationship: _____ Phone: _____

Address: _____

Years in Business: _____ Is this a new location for you? _____

How did you locate us? _____

For office personel use only:

Property Address: _____ Building: _____ Floor: _____

Description of Space: _____
