



# Sublease Rental Application

All questions on this Rental Application must be answered completely or the Application cannot be processed.

Today's Date: \_\_\_\_\_ Preferred effective lease date: \_\_\_\_\_

**Sublease**  Resident (s) you are subleasing from: \_\_\_\_\_

APPLICATION FOR (Address): \_\_\_\_\_ Apt. #: \_\_\_\_\_

Rental Rate: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Telephone number where you can be reached: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Telephone: \_\_\_\_\_

Driver License / State I.D. Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Apt. Manager \_\_\_\_\_ Apt. Manager Phone #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Gross Monthly Wages: \_\_\_\_\_

Other Income: \_\_\_\_\_

Checking Account Bank: \_\_\_\_\_ Account #: \_\_\_\_\_

### FOR OFFICE USE ONLY

Rental Rate \_\_\_\_\_ ID Checked \_\_\_\_\_ Yardi \_\_\_\_\_

Paid by \_\_\_\_\_ Amount Paid \_\_\_\_\_



1. Have you ever been sued or evicted by a landlord for any reason? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Has a judgment ever been obtained against you? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Have you ever had an account referred to a collection agency? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Have you ever filed for bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Do you smoke? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Do you have any pets? \_\_\_\_\_ Yes \_\_\_\_\_ No
8. Are you 17 years of age or below? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you have answered "yes" to any of the above, please explain:

---



---

**Non-refundable Application fee of \$125.00 per applicant paid by**  **Money Order**  **Check**

Payment of \$125 per person is required upon submission of this rental application for a sublet. This payment represents a non-refundable application fee of \$125 per person. If this application is not approved the \$100 will not be refundable.

\*If applicant decides to not move forward with the sublet, the \$125 fee will still be due and applied to the account.

\*Pets are not allowed unless agreed to in writing by both parties and appropriate fees are paid

\*Possession of the premises is not guaranteed until Oxford Property Management deems the apartment is ready for occupancy. Oxford Property Management shall not be liable for any delay in possession of the premises due to causes beyond its direct control.

The applicant hereby certifies that he/she is of legal age and that all information contained in this Campus Rental Application is true and complete. The applicant recognizes that any falsification, misrepresentation or omission will result in the rejection of this Application. The applicant authorizes Oxford Property Management to investigate all statements contained in this Application including but not limited to employment and income verification, landlord references, to obtain a credit report, criminal history, and to periodically update this information throughout the Lease term or any extension thereof as allowed by law.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Reason for Rejection \_\_\_\_\_

Address \_\_\_\_\_ Lease Dates \_\_\_\_\_ to \_\_\_\_\_

AUTHORIZATION RELEASE FORM

To Whom It May Concern:

I, \_\_\_\_\_ hereby authorize you to release to Oxford Property Management for verification purposes, information concerning:

Employment history, dates, title, income, hours worked, etc.

Rental History

A copy of this authorization may be accepted as an original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## SUBLEASE AGREEMENT

1. AGREEMENT DATE: This sublease is made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_ tenant (s), and \_\_\_\_\_ subtenant (s)

2. DESCRIPTION OF THE PREMISES AND TERM: Tenant hereby leases to Subtenant his/her interest in the premises at \_\_\_\_\_ in the city/township of Ann Arbor, Michigan for the term beginning \_\_\_\_\_, 20\_\_ and ending \_\_\_\_\_, 20\_\_\_\_. The Subtenant agrees that the Tenant may leave the following items on the premises:

---

---

The subtenant is liable for damage or loss of the above described property caused by the subtenants' negligence.

3. RENTAL RATE: The subtenant agrees to pay for the above rental term the total sum of \$ \_\_\_\_ in equal monthly installments of \$ \_\_\_\_ beginning on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ payable to the Tenant/Landlord (strike one) on or before the third day of each month, leaving a balance of \$ \_\_\_\_ to be paid each month by the Tenant to the Landlord. If subtenant fails to make any payment required by this agreement, the Subtenant agrees that the Tenant may bring an action for non-payment or assign said claim to the Landlord without notice to the Subtenant. Subtenant shall be liable for any costs including attorney fees.

#### 4. SECURITY DEPOSIT:

The Subtenant agrees to pay the Tenant the sum of \$ \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, as a Security Deposit. The Tenant shall hold this deposit through the term of the sublease, and return it less amounts withheld as permitted by law.

The Security Deposit shall be deposited at \_\_\_\_\_ and will not be used for any purposes other than those provided for in the Security Deposit Act of Michigan, P.A. 1972, No. 348. See paragraph 6 of the original lease for additional security deposit information.

#### 5. UTILITIES:

The Subtenant is responsible for arranging the following utility services to be in his/her name commencing on the starting day of this sublease: \_\_\_\_\_ (if none, write "none")

The following utilities will remain in the Tenant's name, but Subtenant is responsible for paying the bills in a timely fashion commencing on the starting date of this sublease: \_\_\_\_\_ (if none, write "none")

6. JOINT AND SEVERAL OBLIGATION: If said premises are sublet as a rental unit to more than one subtenant, each subtenant is jointly and severally responsible for the total rent agreed to in this sublease. If jointly and severally liable to the Tenant(s), each Subtenant may be held responsible for the total amount of rent due for the dwelling. This means that if any Subtenant fails to pay rent, any one of the other Subtenants may be held liable by the Tenant(s) for the missing and unpaid rent. The defaulting Subtenant, however, may remain liable to the other Subtenant(s) for the unpaid rent.

---

7. RIGHTS AND DUTIES BOOKLET: ANN ARBOR CITY ORDINANCE REQUIRES TENANT TO FURNISH TO SUBTENANT PRIOR TO EXECUTING LEASE A COPY OF RIGHTS AND DUTIES OF TENANTS. SUBTENANT'S SIGNATURE HERE ACKNOWLEDGES RECEIPT OF BOOKLET:

8. ORIGINAL LEASE: Subtenant agrees to abide by the terms of the lease between the Tenant(s), \_\_\_\_\_ and the Landlord Oxford Property Management, attached hereto and made a part of this Sublease Agreement. If the original lease is not attached, Subtenant must indicate so and initial here: \_\_\_\_\_.

BE SURE TO READ PARAGRAPH 39 OF THE ORIGINAL LEASE FOR STATE OF MICHIGAN TRUTH IN RENTING NOTICE.

9. IN WITNESS WHEREOF, the parties to this sublease affix their signatures on this \_\_\_\_ day of \_\_\_\_\_

**TENANT (S) SIGNATURE (S)**

**TENANT(S) PERMANENT ADDRESS**

---

---

---

---

---

---

---

---

---

---

**SUBTENANT (S) SIGNATURE (S)**

**SUBTENANT(S) PERMANENT ADDRESS**

---

---

---

---

---

---

---

---

Subtenant Phone Number

Subtenant E-mail Address