



# Rental Application

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

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

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 #: \_\_\_\_\_

Savings 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. Do you smoke? \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Do you have any pets? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Are you 17 years of age or younger? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

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Rental Application fee of \$200.00 per applicant paid by  Money Order      Check

Payment of \$200.00 per person is required upon submission of this Application. This payment represents a **non-refundable** application fee of \$150.00 and a holding fee of \$50.00 per person.

If this Application is approved, the \$50.00 will be applied toward the security deposit and held pursuant to the terms of the lease.

If this Application is denied or the applicant decides to not move forward with the lease, the \$150.00 fee will still be due and payable, as it is non-refundable. The \$50.00 will be refunded to the applicant.

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

\*Possession of the premises is not guaranteed until Oxford Property Management deems the premises is ready for occupancy. Neither Oxford Property Management nor the owner of the property shall be liable for any delay in possession of the premises due to causes beyond their direct control.

The applicant hereby certifies that he/she is of legal age and that all information contained in this Rental Application is true and complete. The applicant understands that any falsification, misrepresentation or omission will result in the rejection of this Application. The applicant authorizes Oxford Property Management: i) to investigate all statements contained in this Application, including but not limited to, employment and income verification and landlord references, ii) to obtain a credit report, and iii) to use the information obtained for continued verification and collection purposes, pursuant to applicable laws. Upon request, the applicant agrees to periodically update this information throughout the lease term, or any extension thereof, as allowed by law. If the property is located within the City of Ann Arbor, applicant acknowledges receipt of the Fair Access to Housing notice, which can be found at the below link:

<https://www.a2gov.org/departments/city-clerk/Documents/Fair%20Access%20to%20Housing%20Poster.pdf>

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

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**FOR OFFICE USE ONLY**

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

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

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

Oxford Property Management  
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