



# 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



## 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**

\_\_\_\_\_  
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**SUBTENANT (S) SIGNATURE (S)**

**SUBTENANT(S) PERMANENT ADDRESS**

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\_\_\_\_\_  
Subtenant Phone Number

\_\_\_\_\_  
Subtenant E-mail Address