



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:

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

Payment of non-refundable \$200.00 per person application fee is required upon submission of this Application. If this Application is denied or the applicant decides to not move forward with the lease, the \$200.00 fee will still be due and payable, as it is non-refundable

- * 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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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

SUBTENANT (S) SIGNATURE (S)

SUBTENANT(S) PERMANENT ADDRESS

Subtenant Phone Number

Subtenant E-mail Address



Lease Reassignment Process

- 1) Each future tenant will need to complete an application and pay a \$200 per person application fee. This amount is due at the time of initial application and can be paid by check/money order and delivered to our drop box at 1001 E University or mailed to our office at Oxford Companies, 777 E Eisenhower Pkwy Suite 850, Ann Arbor, MI, 48108. The application(s) will not be processed until full payment has been received.
- 2) A lease reassignment fee of \$200 per revision is due within 72 hours after the updated lease has been sent to you via DocuSign. The lease will not be counter-signed (made valid) by Oxford without full payment.
- 3) The departing tenants forfeit their claim to the security deposit. The security deposit (less unpaid rent and/or damage charges) is refunded in one lump sum to the person identified as the designated tenant on the most current lease at the time of MOVE OUT. The deposit is not refunded to the original designated tenant unless that tenant is the same for both lease terms. This is also stipulated in Addendum B of the lease agreement package.
- 4) The exchange of keys and parking passes will be done directly between the incoming and outgoing tenants. Oxford will not facilitate this exchange. Any additional keys and parking passes (if eligible) or keypad code changes will be at the expense of incoming residents. Please contact Oxford for the most current fee schedule.
- 5) Future tenants acknowledge they are accepting the unit in as-is condition. No turnover services such as painting, cleaning, etc. will be performed by Oxford before or after the future leaseholders move in. Future residents assume responsibility for existing damages. Furniture changes can be made at the tenant's expense. Please contact Oxford for the most current fee schedule.
- 6) Future tenants assume responsibility for any outstanding balance on the rent account. Departing residents must take responsibility for any outstanding utility bills, and future tenants must transfer utilities into their name. We recommend that you verify the account balance prior to signing the lease agreement. Both current and future tenant(s) can login to www.rentcafe.com to confirm account balance.

Your signature is verification that you agree to the terms and conditions above.

CURRENT TENANTS

FUTURE TENANTS
