



# 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 \$50.00 per applicant paid by  Money Order      Check

Payment of non-refundable \$50.00 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 \$50.00 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 \_\_\_\_\_

**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



**Lease Reassignment Agreement**

- 1) Each future tenant will need to complete an application and pay a \$50 per person application fee. This amount is due at the time of initial application. The application will not be processed until the fee is paid.
- 2) A lease reassignment fee of \$500 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) All tenants (incoming, remaining and moving out) listed below hereby agree to modify the lease agreement as such that the tenants who are moving out are stricken from the lease agreement with no further rights or responsibilities. The tenant(s) moving in are added to the lease agreement and accept all rights and responsibilities under the lease agreement. The tenant(s) remaining agree to all said modifications of the lease agreement.
- 4) Tenants moving in and remaining understand that the lease is always joint and several and such that each tenant is responsible for all amounts due under the lease agreement.
- 5) Tenants involved in the lease reassignment are responsible for settling any financials issues prior to the change effective date. Landlord accepts no responsibility for matters between the tenants. This includes but is not limited to the following:
  - a. Security deposit: Existing security deposit is transferred to the names of only the tenants remaining and the tenants moving in.
  - b. Utilities: As of the change effective date, tenants remaining and tenants moving in become responsible for all billing payments regardless of the utility billing period.
  - c. Tenants remaining and/or tenants moving in are responsible for contacting the utility service provider to have service in the name leaseholders on the change effective date.
  - d. Damages: Tenants moving in/remaining are responsible for any damages to the premises both before and after the date of the lease modification.
- 6) 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.
- 7) 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. Furniture changes can be made at the tenant’s expense. Please contact Oxford for the most current fee schedule.
- 8) By signing this lease reassignment agreement and the modified lease agreement, I understand and hereby agree to all the terms and conditions:

**CURRENT TENANTS**

**FUTURE TENANTS**

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