



**OXFORD**  
PROPERTY MANAGEMENT

***Application Checklist***

To apply, complete this form and bring with the following to Oxford's office:

- Completed application (**must be signed**)
- Application fee: \$50 for primary applicant plus \$25 for each additional applicant
- Copy of valid driver's license for each applicant (if not available, must have photo ID)
- Copy of social security card for each applicant (if not available, must have document with name and social security # on it)
- Proof of income (copy of recent check stub or statement from employer on company letterhead; if self-employed, a copy of last year's tax return)

*Address of property to lease:* \_\_\_\_\_

*Desired lease start date:* \_\_\_\_\_

*Length of lease desired (minimum 1 year):* \_\_\_\_\_

*Pets (type, size, age for each):* \_\_\_\_\_

\_\_\_\_\_

***Contact Information:***

*Primary applicant's email address:* \_\_\_\_\_

*Primary applicant's phone number:* \_\_\_\_\_

*Co-applicant's email address:* \_\_\_\_\_

*Co-applicant's phone number:* \_\_\_\_\_

\_\_\_\_\_  
Signature of primary applicant      Date

\_\_\_\_\_  
Received by Oxford representative      Date

Community \_\_\_\_\_ AGENT: Apt. # \_\_\_\_\_ Rate \_\_\_\_\_  
 Today's Date \_\_\_\_\_ Date Required \_\_\_\_\_ Amount Paid \_\_\_\_\_

**PERSONAL**

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security No. \_\_\_\_\_ Married  Single   
 Co-Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security No. \_\_\_\_\_ Current Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Names, ages and relationship of anyone else who will occupy the apartment: \_\_\_\_\_

**RESIDENCE**

Current Address \_\_\_\_\_ No. \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 ( ) Rent ( ) Own ( ) Live with family or friend ( ) Other \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 Apartment or Landlord's Name: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Apartment or Landlord's Phone: \_\_\_\_\_ Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Reason for Moving \_\_\_\_\_  
 Former Address \_\_\_\_\_ No. \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 ( ) Rent ( ) Own ( ) Live with family or friend ( ) Other \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 Apartment or Landlord's Name: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Apartment or Landlord's Phone: \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**EMPLOYMENT**

Applicant's Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Employer's Address/Location \_\_\_\_\_ Phone# ( \_\_\_\_\_ ) \_\_\_\_\_  
 Position Held \_\_\_\_\_ Date of Hire \_\_\_\_\_ Salary \$ \_\_\_\_\_ Per \_\_\_\_\_  
 Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Employer's Address/Location \_\_\_\_\_ Phone# ( \_\_\_\_\_ ) \_\_\_\_\_  
 Position Held \_\_\_\_\_ Date of Hire \_\_\_\_\_ Salary \$ \_\_\_\_\_ Per \_\_\_\_\_  
 Co-Applicant's Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Employer's Address/Location \_\_\_\_\_ Phone# ( \_\_\_\_\_ ) \_\_\_\_\_  
 Position Held \_\_\_\_\_ Date of Hire \_\_\_\_\_ Salary \$ \_\_\_\_\_ Per \_\_\_\_\_

**GENERAL INFORMATION**

**STOP!!! DID YOU COMPLETE THE RESIDENCE HISTORY? YES NO EMPLOYMENT HISTORY YES NO**  
**IF YOU ANSWERED NO, WE CANNOT PROCESS YOUR APPLICATION**

Bank Name/Location \_\_\_\_\_ Phone# ( \_\_\_\_\_ ) \_\_\_\_\_  
 Savings Acct. \_\_\_\_\_ Regular Checking \_\_\_\_\_  
 Pets(s) \_\_\_\_\_ Type(s) \_\_\_\_\_ Weight(s) \_\_\_\_\_ Age(s) \_\_\_\_\_  
 Vehicles: We do not allow vehicles without permission. Vehicles not approved in writing may be towed away at the owner's expense.  
 1. Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License# \_\_\_\_\_ State \_\_\_\_\_  
 2. Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License# \_\_\_\_\_ State \_\_\_\_\_  
 Has applicant, spouse or any other proposed resident ever:  
 Filed for bankruptcy No  Yes   
 Been evicted from tenancy No  Yes   
 Been convicted of a felony No  Yes   
 Comments: \_\_\_\_\_  
 In case of emergency contact: \_\_\_\_\_ Relationship \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby authorize Complete Screening, Inc, its employees and agents, to take any and all actions necessary to verify the contents of this application. I understand that such actions may include but are not limited to, a credit report, verification of employment, past rental history, police and criminal records. I will hold Complete Screening, Inc., its employees and agents harmless from liability for the accurate reporting of such information to the management and/or owners. I certify that all information provided by me is true, correct, and complete and I understand that any misrepresentation or omission is cause for the management and/or owners to reject or decline this application and/or terminate any lease based on this application. IMPORTANT NOTICE: It is understood and agreed that the security deposit will be FORFEITED if I/we cancel this application after 48 hours of signing.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Leasing Agent: \_\_\_\_\_ Date: \_\_\_\_\_



### Information Regarding the Application Process

- 1) Your application will be submitted on the same business day it was received to Complete Screening, Inc. for processing. You may be contacted by a representative of Complete Screening should they have questions regarding your application. When Oxford receives the information back from Complete Screening, the leasing agent will contact the property owner for approval. In most cases, a decision is reached within 48 business hours of the time the application was submitted. This will be communicated to you at that time by the leasing agent.
- 2) If approved, a rough draft of the proposed lease will be prepared, submitted to the property owner for approval and at that same time, emailed to you for review. If there are changes that the owner wishes to make, you will be advised. If you have any questions about the lease, you may direct them to the leasing agent.
- 3) Once the final lease is approved, a time will be scheduled for all Tenants named on the lease to come to Oxford's office to sign. Please use the following checklist to ensure that all required items are presented at the time the lease is signed:
  - Cashier's check for total security deposit as shown on lease
  - Cashier's check for first month's rent as shown on lease
  - Proof of personal liability insurance coverage for the premises to be leased
- 4) The lease will then be sent to the property owner for signatures. Once it is received back from the owner, a copy of the fully executed lease will be forwarded to you for your records.
- 5) The leasing agent will schedule a time with you to do a move-in inspection of the property as well as make arrangements to deliver the keys to the property to you by the lease commencement date.