



Oxford Real Estate, Inc.
19 S Beech St, Oxford OH 45056
(513) 523-4532

RENTAL APPLICATION

\*A SEPARATE RENTAL APPLICATION MUST BE COMPLETED BY EACH PERSON 18 YEARS OF AGE OR OLDER\*

Property Address: \_\_\_\_\_

APPLICATION INFORMATION:

Legal Name as it appears on Driver's License or Photo ID

\*A copy of your ID must accompany this application\*

Social Security Number Driver License Number/State Issued Date of Birth

Cell Phone Number

Email address

\* By providing my email address, I agree to receive emails from Oxford Real Estate, Inc. regarding responses to my inquiries, updates, and other relevant information. I understand that I can unsubscribe at any time by responding "unsubscribe" to any email.

CURRENT ADDRESS:

Street Address City State Zip

Landlord Name Landlord Phone Number

Landlord email Reason for leaving

How long at this address? Move-Out Date Rent amount

PREVIOUS ADDRESS:

Street Address City State Zip

Landlord Name Landlord Phone Number

Landlord email Reason for leaving

Move-In Date Move-Out Date Rent amount

Initials \_\_\_\_\_

**TELL US ABOUT THE APPLICANTS:**

Please list the names and relationships of all individuals aged 18 or older who live with you and will be submitting a separate application and application fee.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please complete the information below for all people living with you who are under 18 years of age

Applicant's Legal Name	Date of Birth	Cell #	Email	Relationship to you
Applicant's Legal Name	Date of Birth	Cell #	Email	Relationship to you
Applicant's Legal Name	Date of Birth	Cell #	Email	Relationship to you
Applicant's Legal Name	Date of Birth	Cell #	Email	Relationship to you

**PETS**

_____	_____
Type(s) of animal	Description including breed, weight, age
_____	_____
Type(s) of animal	Description including breed, weight, age

**WHERE DO YOU WORK AND HOW MUCH DO YOU MAKE?**

_____	_____	_____
Name of Employer	Employer's Phone #	Email
_____	_____	_____
Current Position Held	Dates of employment	Gross Monthly Income
_____	_____	_____
Supervisor Name	Phone #	Email

\_\_\_\_\_ \$ \_\_\_\_\_  
 Describe any sources of income other than the W2 employment mentioned above    Gross Monthly Amount

Initials \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name	Cell Ph #	Work Ph #	Email	Relationship
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Name	Cell Ph #	Work Ph #	Email	Relationship
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**BACKGROUND INFORMATION:**

- Have you ever filed for bankruptcy? \_\_\_\_\_ If yes, when? \_\_\_\_\_
- Have you willfully or intentionally refused to pay rent when due? \_\_\_\_\_ If yes, why? \_\_\_\_\_
- Have you ever left a tenancy owing money? \_\_\_\_\_ If yes, when? \_\_\_\_\_ If yes, why? \_\_\_\_\_
- Have you been evicted from a tenancy? \_\_\_\_\_ If yes, when? \_\_\_\_\_ If yes, why? \_\_\_\_\_

In what City, County, and State? \_\_\_\_\_

Name of Landlord \_\_\_\_\_

- Have you ever been convicted of a crime? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Type of offense? \_\_\_\_\_

In what City, County, and State? \_\_\_\_\_

**VEHICLE INFORMATION:**

Make/Model \_\_\_\_\_ / \_\_\_\_\_ Year \_\_\_\_\_ License # & State \_\_\_\_\_

Make/Model \_\_\_\_\_ / \_\_\_\_\_ Year \_\_\_\_\_ License # & State \_\_\_\_\_

Make/Model \_\_\_\_\_ / \_\_\_\_\_ Year \_\_\_\_\_ License # & State \_\_\_\_\_

List any other types of vehicles/trailers/boats etc. you plan to have at the property: \_\_\_\_\_

**EQUAL HOUSING OPPORTUNITY. LANDLORD MAKES THIS HOUSING AVAILABLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS, DISABILITY (HANDICAP), MILITARY STATUS, OR ANCESTRY.**

**Rental Application Certification**

The Applicant certifies that they are 18 years of age or older and affirms that all information provided in this rental application is true, accurate, and complete to the best of their knowledge. The Applicant understands and agrees that providing false, incomplete, or misleading information may result in the rejection of this application and/or immediate termination of any subsequent lease agreement or occupancy, at the discretion of the Lessor.

The Applicant grants the Lessor permission to verify the information contained in this application, which may include obtaining credit reports and conducting background checks before, during, and after the lease term. This authorization extends to contacting employers, landlords, references, and other relevant parties, who are granted full permission to release any information requested by the Lessor.

The Applicant acknowledges and agrees that the Lessor and its agents may accept or reject this application at their sole discretion, without the need to provide a reason. The Applicant waives any claims or damages resulting from the non-acceptance of this application and releases the Lessor, its employees, and agents from all liability arising from the verification process.

Initials \_\_\_\_\_

If the Applicant withdraws this application after submissions, any posted security deposit may be retained, in whole or in part, as liquidated damages, as permitted by applicable law.

The Applicant acknowledges their rights under the Fair Credit Reporting Act (FCRA). A summary of these rights is available by visiting or writing to the Federal Trade Commission at [www.ftc.gov/credit](http://www.ftc.gov/credit). (Para informacion en Espanol, visite o escriba: [www.ftc.gov/credit](http://www.ftc.gov/credit)). Submit rental applications to Oxford Real Estate, Inc. 19 S Beech St., Oxford OH 45056 or to [rentals@oxre.com](mailto:rentals@oxre.com).

**SEMESTER RENT NOTICE:** All Semester Lease rents are due and collected August 1<sup>st</sup> and December 1<sup>st</sup> NO EXCEPTIONS. Your Landlord does not accept financial aid documents or provide extensions for Financial Aid. Neither your Landlord, nor the agent, Oxford Real Estate, Inc. are affiliated with Miami University. Therefore, your lease is not affiliated with Miami University or affected by any events at the University. If you receive Financial Aid (of any type), you must still pay your rent by the dates indicated above. Failure to pay by the due dates can result in delays in occupancy, assessed late fees, and even eviction which affects all parties signed to the lease.

**NOTICE REGARDING REASONABLE ACCOMMODATIONS AND/OR REASONABLE MODIFICATIONS FOR DISABLED TENANTS:** OXRE welcomes all people into properties we manage for owners and does not discriminate on the basis of race, sex, disability, national origin, color, familial status, or religion. The federal and state Fair Housing Acts prohibits such discrimination and requires landlords/housing providers to reasonably accommodate all disabled tenants. As such, reasonable accommodations in rules, policies, practices or services will be permitted as well as all reasonable requests to modify the premises will be allowed to enable disabled tenants to fully use and enjoy their unit, including public and common use areas. Please recall that OXRE does not own but merely manages properties for owners, and OXRE has an obligation to inform or consult with the owner regarding such requests. If you have a disability and need a reasonable accommodation (such as a service/companion animal or an exception to the late rent policy to coincide with when you receive disability income), or a reasonable modification to your unit (such as a ramp to get in and out of your door, doorway widened, light fixtures or outlets moved, or handrails installed in the shower), please contact OXRE. Such request may be made verbally or in writing. You may be requested to provide an explanation of why you need the accommodation or modification. In some cases, for example if your disability is not noticeable, the owner may request medical documentation, such as a letter from your medical provider, which will be kept confidential. Also, all requests for accommodation or modification will only be shared with the owner and our staff or agents as necessary to act on the request. Where a disabled tenant requests a reasonable modification to an existing unit necessary for the tenant to fully enjoy his or her unit, depending on the modification requested, the tenant may be responsible for the cost of the modification pursuant to applicable federal and Ohio law. A reasonable modification made at the disabled tenant's expense may be conditioned on the disabled tenant doing one or more of the following:

- (1) providing a reasonable description of the proposed modification and reasonable assurance that the proposed modification will be made in a workman-like manner and that any required building permits will be obtained prior to the commencement of the proposed modification;
  - (2) agreeing to restore at the end of the tenancy the interior of the premises to the condition they were in prior to the proposed modification, but subject to reasonable wear and tear during the period of occupancy, if it is reasonable to do so; and
  - (3) paying into an interest-bearing escrow account that is in the landlord's name, over a reasonable period of time, a reasonable amount of money not to exceed the projected costs of the restoration, at the end of the tenancy of the unit as described above with the interest accrued being returned to the disabled tenant who made the payments into the escrow account. Payment into an interest-bearing escrow account is limited to reasonable modifications the removal of which are determined to cost One Thousand Dollars (\$1,000.00) or more.
- Notwithstanding the above paragraph, a tenant shall not be required to remove or restore to original condition: the widening of a doorway; the moving of environmental controls, light fixtures, electrical switches or outlets; or lowered door swing latches, and similar minor modifications. OXRE will respond to your request within a reasonable time under the circumstances, which may be affected by OXRE's need to consult with the actual owner of the property involved. If your request for reasonable accommodation or reasonable modification is denied by the owner, a written response will explain the reason for the denial.

Initials\_\_\_\_\_

Information concerning requests for accommodations and modifications can be located at the website of the Department of Housing and Urban Development at:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/FHLaws/](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/)  
 your rights or questions may be addressed to the Ohio Civil Rights Commission, the phone number of which is 1-888-278-7101. All tenants will be provided with a copy of this policy. No tenant will be retaliated against for requesting an accommodation or modification, or assisting another tenant in requesting an accommodation or modification.

**Text Messaging Consent:**

By checking this box, I consent to receive text messages from Oxford Real Estate, Inc. at the phone number provided. These messages may include responses to your inquiries, updates, and other relevant information.

I agree to receive text messages and understand that message and data rates may apply. I can reply **STOP** at any time to unsubscribe.

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Signature

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Date

Initials\_\_\_\_\_

OXFORD



REAL ESTATE

Landlord Rental Verification Form

To: \_\_\_\_\_ Date: \_\_\_\_\_ Fax#/Email: \_\_\_\_\_

The individual below submitted a rental application to our office. Please provide the information requested and return to our office via email rentals@oxre.com or fax 513.523.1489. If you have any questions, please contact our office at 513.523.4532. Thank you.

Applicant Name \_\_\_\_\_

My signature below authorizes you to release information requested below about my residency.

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

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address Verifying \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_ Any co-signors on lease? YES NO

Amount of Rent Per Month: \_\_\_\_\_ # of Late Payments: \_\_\_\_\_ # of NSF checks: \_\_\_\_\_

Proper notice given? YES NO If No, why: \_\_\_\_\_

Any lease violations? YES NO If Yes, please explain \_\_\_\_\_

Legal proceedings ever filed? YES NO If Yes, please explain \_\_\_\_\_

Was property maintained in satisfactory condition? YES NO If No, please explain \_\_\_\_\_

Any deductions from the security deposit? YES NO If Yes, please explain \_\_\_\_\_

Did resident have a pet? YES NO Any issues? YES NO If Yes, please explain \_\_\_\_\_

Any bedbug or pest infestation in the property? YES NO If Yes, what type of infestation? \_\_\_\_\_

Has the infestation been eradicated? YES NO

Past due amount owed? YES NO Would you rent to this resident again? YES NO

Comments:

Signature Title Date