



5 West 37th Street | New York, NY 10018 | P: (212)300-6412 | F: (212)937-3757 | [www.opgny.com](http://www.opgny.com)

### NON-REFUNDABLE DEPOSIT FORM

Date: \_\_\_\_\_

\_\_\_\_\_, hereby agrees to pay Oxford Property Group LLC. a NON REFUNDABLE deposit of \$\_\_\_\_\_ to secure the lease for apartment \_\_\_\_\_ at \_\_\_\_\_ under the following terms:

Applicant: \_\_\_\_\_

Co-Applicant(s) \_\_\_\_\_

Guarantor(s): \_\_\_\_\_

Start Date (on or about): \_\_\_\_\_

Lease Term: \_\_\_\_\_

Rent: \_\_\_\_\_

Security: \_\_\_\_\_

Broker Fee: \_\_\_\_\_

Application/Credit Check Fees \_\_\_\_\_

(NON-REFUNDABLE)

Application/Credit Check Fees \_\_\_\_\_

(REFUNDABLE)

Required Documents \_\_\_\_\_

Additional Notes/Comments \_\_\_\_\_

Payment must be made in the form of certified/bank check, money order, credit card or cash. Personal checks will not be accepted.

All documents required by the Owner must be submitted within two business days of the date of this Form.

We shall forward your complete application to the Owner upon receipt. If the Owner does not approve your application within \_\_\_\_\_ business days thereafter, your deposit shall be refunded in full. In the case of a cooperative sublease or condominium lease, the subsequent period allowed for obtaining Board approval or waiver of Right of First Refusal shall be subject to the terms of the condominium lease or cooperative sublease.

If your application is approved, your deposit shall be applied to the rent, security deposit or brokerage fee.

If you are not completely committed to leasing this apartment, please do not put down a deposit. ***There will be no refund in the event that YOU, or any co-tenants or guarantors, fail to submit, or decide to withdraw, an application.***

Your deposit shall also be forfeited if you, or any co-tenants or guarantors, fail to execute a lease subsequent to Owner approval.

Oxford shall be due the full Broker Fee stipulated above once you, or any co-signers or guarantors, execute a lease in full or in part and tender the initial rent and security stipulated therein.

\_\_\_\_\_  
AGENT/ SIGNATURE

\_\_\_\_\_  
AGENT PRINTED NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT PRINTED NAME



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## CREDIT CARD INFORMATION

Date: \_\_\_\_\_

\_\_\_\_\_, hereby agrees to pay Oxford Property Group LLC. a NON REFUNDABLE deposit of \$\_\_\_\_\_ to secure the lease for apartment \_\_\_\_\_ at \_\_\_\_\_ under the terms stipulated in the Non-Refundable Deposit Form.

Card Type:    Visa ☐        Master ☐        AMEX ☐        Discover : ☐

Cardholder Name: \_\_\_\_\_

Card #: \_\_\_\_\_

CVC Code # \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Please provide your credit card information or make payment to  
our Paypal account (<http://www.opgny.com/payment.aspx>)