

Applicant Name: \_\_\_\_\_ Date of Verification: \_\_\_/\_\_\_/\_\_\_  
First Middle Last

• **EMPLOYMENT/INCOME VERIFICATION**

**Applicant Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
 Currently Employed:  Yes  No Wage/Salary: \$ \_\_\_\_\_ Wage Verification \_\_\_\_\_ (Pay Stub/W-2, etc.)

**Other Applicant Income Verification:** \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
 Income Verification: \_\_\_\_\_ (copy of award, copy of benefit statement, etc.)

• **RENTAL REFERENCE**

**Current Landlord:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
**Rent paid:**  Yes  No; **Rent paid on time:**  Yes  No; **Did Landlord terminate:**  Yes  No; **If tenant terminated, did tenant give notice**  Yes  No; **Damage to unit:**  Yes  No; If yes, what was the damage to the unit: \_\_\_\_\_  
**Other lease/rental agreement violations:**  Yes  No, If yes, describe the other lease violations: \_\_\_\_\_  
**Neighbor Complaints:**  Yes  No, If yes were they resolved:  Yes  No

**Previous Landlord:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
**Rent paid:**  Yes  No; **Rent paid on time:**  Yes  No; **Did Landlord terminate:**  Yes  No; **If tenant terminated, did tenant give notice**  Yes  No; **Damage to unit:**  Yes  No; If yes, what was the damage to the unit: \_\_\_\_\_  
**Other lease/rental agreement violations:**  Yes  No, If yes, describe the other lease violations: \_\_\_\_\_  
**Neighbor Complaints:**  Yes  No, If yes were they resolved:  Yes  No

**Previous Landlord:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
**Rent paid:**  Yes  No; **Rent paid on time:**  Yes  No; **Did Landlord terminate:**  Yes  No; **If tenant terminated, did tenant give notice**  Yes  No; **Damage to unit:**  Yes  No; If yes, what was the damage to the unit: \_\_\_\_\_  
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**Neighbor Complaints:**  Yes  No, If yes were they resolved:  Yes  No

**Previous Landlord:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
**Rent paid:**  Yes  No; **Rent paid on time:**  Yes  No; **Did Landlord terminate:**  Yes  No; **If tenant terminated, did tenant give notice**  Yes  No; **Damage to unit:**  Yes  No; If yes, what was the damage to the unit: \_\_\_\_\_  
**Other lease/rental agreement violations:**  Yes  No, If yes, describe the other lease violations: \_\_\_\_\_  
**Neighbor Complaints:**  Yes  No, If yes were they resolved:  Yes  No

• **PERSONAL REFERENCE**

Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
 Relationship to Applicant: \_\_\_\_\_ Reference positive:  Yes  No  
 Person Contacted: \_\_\_\_\_ Date & Time of Contact: \_\_\_/\_\_\_/\_\_\_, \_\_\_:\_\_\_ am/pm  
 Relationship to Applicant: \_\_\_\_\_ Reference positive:  Yes  No

**CREDIT REPORT OBTAINED:**  Yes  No (if yes attach)  
**TENANT SCREENING/PUBLIC RECORDS OBTAINED:**  Yes  No (if yes attach)  
**APPLICANT IDENTIFICATION VERIFIED:**  Yes  No (if yes attach)

