

RENTAL HISTORY VERIFICATION FORM

_____ has made an application at an apartment at _____ . It is important that we determine the applicant's past history of meeting financial obligations, especially rent. We also need to determine whether the applicant has a record of nonfinancial lease violations or eviction notices.

The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicants has consented to the release of the information we request.

1. INTRODUCTORY INFORMATION

- a) Name of Manager: _____
- b) Address: _____
- c) Phone: _____
- d) Is the applicant currently living at your rental? ___ yes ___ no
- e) Are you related to the applicant? ___ yes ___ no
- f) Did the applicant ___ rent from you ___ stay as a guest?
- g) Did the applicant have a lease? ___ yes ___ no
- h) Date applicant moved in _____ Moved out _____
- i) What was the monthly rent? \$ _____

2. RENTAL PAYMENT INFORMATION

- a) Did the applicant have a record of paying rent promptly?
___ Always paid promptly ___ Usually paid promptly
___ Occasionally paid late ___ Frequently paid late
- b) If applicant paid late, how many days late? ___ How often? _____
- c) Did you ever begin eviction proceedings against the applicant for nonpayment?
___ yes ___ no
- d) Does the applicant still owe you money? ___ yes ___ no

3. TREATMENT OF APARTMENT AND COMMON AREAS

- a) Did the applicant keep the apartment clean? ___ yes ___ no
- b) Did the applicant / applicant's family / guests damage the apartment beyond ordinary wear and tear? ___ yes ___ no
- c) Did the applicant / applicant's family / guests ever damage or vandalize any common areas? ___ yes ___ no
- d) Did the applicant pay for the damage? ___ yes ___ no
- e) Did the applicant have living or housekeeping habits that could adversely effect the welfare, health, or safety of other residents? ___ yes ___ no If so, describe. _____
- f) Did you keep any of the applicant's security deposit? ___ yes ___ no

4. GENERAL QUESTIONS

- a) Did the applicant ever threaten the health or safety of other residents or employees, become violent, or engage in criminal or drug - related activities? yes no
If yes, describe _____
- b) Did the applicant ever create any noise disturbances or disruptions? yes no
If yes, describe _____
- c) Did the applicant ever have anyone other than those named on the lease living in the apartment? yes no
- d) Did the applicant ever have anyone other than those named on the lease living in the apartment? yes no
- e) Did the applicant ever give you false information? yes no
- f) Did you ever give the applicant a lease termination notice? yes no
If yes, why? _____
- g) Did the applicant give you proper notice before moving? yes no

Manager's signature

Print Name

Phone # _____

Please fax back to _____ or mail to _____

Thank you,