



To:

From: **Holly Owens**

Re: _____ (Tenant Name)
Verification of tenant history

Our company received an application from the above referenced party to rent a property, and they listed you as a contact regarding tenant history. We need this information to complete their application in a timely manner. Below you will find the applicant’s authorization to request this information. If necessary, contact them personally to verify this request.

We need the following information regarding the applicant (please fill in or circle)

Name of person verifying information	_____
Circle which category for the applicant	(current tenant) (former tenant) (never a tenant)
Circle regarding a notice to vacate	(gave proper notice) (did not give notice) (n/a)
List address rented to tenant	_____
List rent amount for tenant	\$_____
Did tenant pay on time?	(yes) (no) or other: _____
List number of NSF checks	#_____ Non-sufficient fund checks
Did tenant ever refuse to pay the rent?	(yes) (no) For what reason _____
If tenant refused rent, what reason?	_____
Did this applicant have animals?	(yes) (no)
If animals, what type and how many?	# _____ Type _____
If they had animals, did animals cause damage	(yes) (no) If yes, how much _____
Does this person require a support animal or caregiver?	(yes) (no) If yes, which _____
Would you rent to tenant again?	(yes) (no)
Signature of person verifying information	_____

Thank you in advance for your cooperation in this matter. If you have questions, please call us as soon as possible.

I, _____ (Print Name), hereby authorize you to release my tenancy information to the inquiring landlord.

Signature