



**GENERAL AUTHORIZATION LETTER**

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

Tenant/Lessee: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Co-Tenant/Lessee: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Property Address: \_\_\_\_\_, \_\_\_\_\_  
(City) (State) (Zip)

Landlord/lessor: \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

I/We have applied to lease the above-mentioned property and hereby authorize you to release to the Landlord the requested information listed below:

1. **Employers, past and present:** Employment history, dates of employment, title, hours worked, income, etc.
2. **Financial institutions:** Information, to include banking and savings accounts of record (including IRAs and CDs).
3. **Law enforcement agencies:** Information concerning criminal histories and any pending criminal charges and also any civil matters in which I may have been involved.
4. **Utility companies:** Information on my performance records as a customer.
5. **References:** you may release information to the Landlord.
6. **Doctor, Hospital, Pharmacy:** Information concerning past medical expenses for use only in determining the family's eligibility and rent
7. **Social Security Administration:** Information concerning my benefits.

This information is for the confidential use of the Landlord and I waive any right to disclose the same from the Landlord or the supplier of the confidential information.

A photographic or facsimile copy of this authorization may be deemed to be the equivalent of the original and may be used as a duplicate original.

Your prompt reply is appreciated.

(Signature) \_\_\_\_\_  
(Printed) \_\_\_\_\_  
Tenant/Lessee Name

(Signature) \_\_\_\_\_  
(Printed) \_\_\_\_\_  
CO-Tenant/Lessee Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City, State Zip  
(Current Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City, State Zip  
(Current Address)

Social Security Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

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

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

“This Institution is an Equal Opportunity Provider & Employer”