

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX #: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

**LANDLORD REFERENCE REQUEST**

APPLICANT(S): \_\_\_\_\_

MOVE-IN DATE: \_\_\_/\_\_\_/\_\_\_

ADDRESS: \_\_\_\_\_

MOVE-OUT DATE: \_\_\_/\_\_\_/\_\_\_

1. Does/did the individual pay rent on time? \_\_\_\_\_
2. If no, how often did you issue a notice for nonpayment of rent? \_\_\_\_\_
3. Are there any complaints filed regarding residency (noise, pests, etc.)?  Yes  No  
If yes, please explain: \_\_\_\_\_

4. Does/did the individual have a pet? \_\_\_\_\_
5. Is the person on lease alone or is there a roommate or cosigner? \_\_\_\_\_
6. Was a move-out notice given? \_\_\_\_\_
7. If individual is no longer a resident:  
Were the terms of the lease fulfilled? \_\_\_\_\_
- Were there any damages to the apartment after move-out?  Yes  No  
If yes, please explain: \_\_\_\_\_

Have any outstanding amounts been paid?  Yes  No  
If no, what is the current balance? \_\_\_\_\_

Please sign and return to the address or fax number above.

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

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

Position: \_\_\_\_\_

By my signature below, I authorize the release of information to be used for a landlord reference.

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

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