

**REQUEST FOR RENTAL HISTORY OF YOUR FORMER RESIDENT**

<b>TO:</b>	(name of owner, management company or apartment community from whom information is being sought) Phone number: (____) _____ Fax number: (____) _____ Email address: _____ Total number of pages in fax (this page plus front page of application): _____ Date fax sent: _____
<b>FROM:</b>	(name of owner, management company or apartment community seeking information) Phone number: (____) _____ Fax number: (____) _____ Email address: _____ Address (street, city, state, zip): _____ We agree that the information you provide to us will not be used for "credit granting" purposes as defined under the Federal Trade Commission's privacy rule (i.e., it will only be used in deciding whether to lease to the prospective resident). Printed name and signature of our contact person: _____

**REQUEST:** Would you please give us your rental history of the following person who has given us a rental application and who has authorized us to inquire about his or her rental history? We will be happy to share information about our residents or former residents if they submit rental applications to you. Please call us if there is anything that you wish to discuss with us. Thanks.

**APPLICANT'S NAME:** \_\_\_\_\_ **Our ID # for Applicant:** \_\_\_\_\_

For identification purposes, the first page of the rental application that was given to us by the applicant is being faxed to you with this request. The applicant has authorized this inquiry by signature at the bottom right corner of the application. Information you give us will be used only for making a decision on such application.

**APPLICANT'S PREVIOUS LAST NAME(S):** (maiden or prior marriage) \_\_\_\_\_

**APPLICANT'S SSN:** \_\_\_\_\_ **DL #** \_\_\_\_\_ **State:** \_\_\_\_\_

**PLEASE ANSWER** the following questions. This information may be faxed or mailed back to us; or call us with the information. These questions relate to the time during which the applicant leased from you or a former owner for which you have records.

1. Has the applicant leased a dwelling from you in the past? ☐ yes ☐ no ☐ info unavailable
2. If "yes," what was the address of the dwelling? \_\_\_\_\_
3. What were the approximate dates that the applicant leased from you? From \_\_\_\_\_ to \_\_\_\_\_
4. Did the applicant incur late charges more than once? ☐ yes ☐ no ☐ info unavailable
5. Did the applicant ever give NSF check(s) to management? ☐ yes ☐ no ☐ info unavailable
6. Did the applicant ever have an ACH electronic payment rejected by his bank? ☐ yes ☐ no ☐ info unavailable
7. Did the applicant move out early or hold over in violation of his or her lease? ☐ yes ☐ no ☐ info unavailable
8. Was the applicant asked to move out by management? ☐ yes ☐ no ☐ info unavailable
9. Was an eviction lawsuit filed against the applicant? ☐ yes ☐ no ☐ info unavailable
10. Did the applicant owe ☐ rent and/or ☐ other charges when moving out? ☐ yes ☐ no ☐ info unavailable
11. Did the applicant cause serious damage to the dwelling or common area? ☐ yes ☐ no ☐ info unavailable
12. Did the applicant ever have an animal in the dwelling? ☐ yes ☐ no ☐ info unavailable
13. Was the animal? ☐ authorized ☐ unauthorized ☐ info unavailable
14. Was the applicant given any lease violation notices in writing? ☐ yes ☐ no ☐ info unavailable
15. Please indicate the kind of lease violations, if any, for which notice(s) or warning(s) were given: \_\_\_\_\_
16. Did the applicant repay any rent concessions due if he/she moved out early? ☐ yes ☐ no ☐ info unavailable
17. Under your rental criteria, is the applicant eligible to lease from you again? ☐ yes ☐ no ☐ info unavailable
18. Are you aware of whether the applicant or any occupant living with applicant in your rental housing has been arrested, charged, detained, convicted or received deferred adjudication or pretrial diversion for a felony or sex crime? ☐ yes ☐ no
19. Other information we should know? \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of (*check one*) ☐ owner, ☐ management company  
or ☐ apartment community furnishing this rental history information

By \_\_\_\_\_  
(signature and printed name of person signing)