

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

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

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

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

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

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**LANDLORD REFERENCE REQUEST**

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

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

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

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

1. What is/was the individual's rental rate? \_\_\_\_\_
2. What is/was included in the rent?  heat  cable  other \_\_\_\_\_
3. Does/did the individual pay rent on time? \_\_\_\_\_
4. If no, how often did you issue a notice for nonpayment of rent? \_\_\_\_\_
5. Are there any complaints filed regarding residency (noise, NSF, etc.)? \_\_\_\_\_

Please explain:

6. Does/did the individual have a pet? \_\_\_\_\_
7. Is the person on lease alone or is there a roommate or cosigner? \_\_\_\_\_
8. Was a move-out notice given? \_\_\_\_\_
9. If individual is no longer a resident:  
    Were the terms of the lease fulfilled? \_\_\_\_\_  
    Were there any damages to the apartment after move-out? \_\_\_\_\_  
    Have any outstanding amounts been paid? \_\_\_\_\_
10. Would you rent to this person again? \_\_\_\_\_

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: \_\_\_\_\_