

Landlord Reference Request Form

For each address you have lived at in the past **two** years, you need to ask your landlord to complete this form and give it back to you so that you can return it to us with your housing application.

SECTION 1 – FOR YOU (PROSPECTIVE TENANT) TO COMPLETE PLEASE PUT YOUR DETAILS HERE SO THAT YOUR LANDLORD(S) knows who the reference is for:

Full Name:			
Address:	<hr/>	Phone:	<hr/>
	<hr/>	Email:	<hr/>

Dates you lived at the property _____

Date moved in		Date moved out	
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I authorize the Landlord to conduct a Landlord reference investigation for the purposes of being approved as a Tenant in their facility or facilities. I hold both the Landlords and the agent representative harmless for any claims against them for filling out this form, commenting on the form, or any discussions regarding this form and its subject matter.

Prospective Tenant signature _____ Date: _____

SECTION 2 - FOR THE LANDLORD TO COMPLETE:

We have received an application from a prospective tenant who listed you as a reference.

Tenant Name: -----

Address Listed: -----

To help us verify this tenant’s application, would you please provide the following information? Blanks or no response will probably result in our declining this tenant’s application on the basis of incompleteness. Any information provided will be held in the strictest confidence and subject to our written information security plan. The tenant has signed to authorize this disclosure.

Check here if you do not recognize this tenant; skip all further questions

What were the tenant’s dates of residency at the above address? from _____ to _____

Approximately what was the tenant’s rent? _____ per week / month (Circle one)

Did you ever notify the tenant that they were late on rent? Yes No

Did you ever give the tenant an eviction notice? Yes No

Did you withhold from the tenant’s security deposit (if any)? Yes No

Did the tenant move out suddenly or without notice? Yes No

Did the tenant leave owing any money? Yes No

Would you rent to this tenant again? Yes No

Is there anything else you would like to tell us? _____

SECTION 3 - FOR THE LANDLORD TO COMPLETE: LANDLORD DETAILS

Full Name:	<hr/>	Organization:	<hr/>
Address:	<hr/>	Phone:	<hr/>
	<hr/>	Email:	<hr/>

Thank you for completing this form we appreciate you taking the time to help.

Can you please give it back to the person who asked you to fill it in so that they can return it to us, or alternatively you may return it to: Fax: (781) 810-0157 (secured fax line)



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