

**LANDLORD REFERENCE**

To Whom It May Concern

I \_\_\_\_\_ hereby grant permission for you to release the information requested below.

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

To: Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt # \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Dear Landlord:

The person mentioned above is an Applicant for a dwelling unit in this apartment community. One of the requirements of our tenant selection plan requires verification of information about all members of families applying for an apartment at our complex. To comply with this requirement, we ask for your cooperation in supplying information on the tenant history of the family referenced above. This information will be used only in determining approval of this family's application. Your prompt return of this information will be appreciated.

Sincerely,

Property Manager

**DO NOT WRITE BELOW THIS LINE**

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**Lakeview Apartments**

**Phone: 864-223-6285 Fax: 864-223-4494**

Dates of Applicant's Tenancy: From \_\_\_\_\_ To \_\_\_\_\_  
Rental Rate \_\_\_\_\_ per month

1. Rent Payment

- A. Is/ Was applicant current on rent? \_\_\_\_\_
- B. Has/ Had applicant ever been late? \_\_\_\_\_
- C. How often? \_\_\_\_\_ How many days late? \_\_\_\_\_
- D. Have/ Had eviction proceedings ever been implemented for nonpayment of rent? \_\_\_\_\_

2. Caring for the unit

- A. Does/ Did the applicant keep the unit clean? \_\_\_\_\_
- B. Has/ Had the applicant damaged the unit? \_\_\_\_\_
- C. Was the unit damaged more than once? \_\_\_\_\_
- D. Approximate Cost? \_\_\_\_\_

3. Miscellaneous

- A. Does/Did the applicant permit persons other than those on the lease to reside in unit? \_\_\_\_\_
- B. Has/ Had the applicant of family members damaged or vandalized the common areas? \_\_\_\_\_
- C. Does/Did the applicant interfere with the rights and quiet enjoyment of other residents? \_\_\_\_\_
- D. Has/ Had the applicant given any false information? \_\_\_\_\_
- E. Would you re-admit this applicant? \_\_\_\_\_
- F. Did resident give a thirty-day written notice to vacate? \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_