

RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or ☐ current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? ☐ Yes ☐ No. Last effective monthly rent? \$ _____

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? ☐ 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? ☐ Yes ☐ No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? ☐ Yes ☐ No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? ☐ Yes ☐ No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? ☐ Yes ☐ No

☐ Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant ☐ Yes ☐ No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: ☐ Phone ☐ Mail ☐ Fax

