

RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of applicants for rental housing.
- The Landlord 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, fax, or email 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 Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the rental reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Email _____

Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Landlord _____

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

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



TO BE COMPLETED BY FORMER OR CURRENT LANDLORD

CAUTION: Do not include information about non-payment of "COVID-19 rental debt," which is unpaid rent or any other unpaid financial obligation of the resident under the tenancy that came due between March 1, 2020, and September 30, 2021.

4. Rental Reference Information

Residency

- a. Did Applicant live at your property during the period indicated above? ☐ Yes ☐ No
- b. If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

Rent Payments:

- c. What was the last effective monthly rent? \$ _____
- d. How many times during the past 12 months did Applicant pay the rent late? ☐ 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more
- e. Was any check from Applicant returned due to non-sufficient funds (NSF)? ☐ Yes ☐ No
- f. Did you ever file for an unlawful detainer against Applicant for unpaid rent? ☐ Yes ☐ No
- If yes, what was the result? _____

- g. Does Applicant owe any amount for delinquent rent? ☐ Yes ☐ No

Other Financial Obligations of Tenancy (i.e., utilities, parking fees, damage to the unit):

- h. How many times during the past 12 months did Applicant pay other financial obligations of tenancy late? ☐ 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more
- i. Was any check from Applicant for other financial obligations of tenancy returned due to non-sufficient funds (NSF)? ☐ Yes ☐ No
- j. Did you ever file an unlawful detainer action (eviction) against Applicant for unpaid financial obligations of tenancy other than rent? ☐ Yes ☐ No
- If yes, what was the result? _____

- l. Does Applicant owe any amount for other financial obligations of tenancy? ☐ Yes ☐ No

Other Three-Day Notices

- m. Did you ever serve a Three-Day Notice to Applicant other than for non-payment of rent or other financial obligations of the resident under the tenancy? ☐ Yes ☐ No
- n. If yes, please explain: _____

Termination of Tenancy by Applicant

- o. If tenancy was terminated by Applicant, did Applicant provide notice for ending tenancy according to the terms of the rental agreement? ☐ Yes ☐ No

Information provided by: Name _____

Phone number (_____) _____ Email _____

Information obtained by: ☐ Phone ☐ Mail ☐ Email ☐ Fax

