**RENTAL VERIFICATION FORM**

# **Landlord:**

|  |
| --- |
| [Name] |
| [Address] |
| [Phone number] |
| [Email address] |
| [Fax Number] |

The undersigned has applied for an apartment at Runaway Bay Apartments. As part of the application approval process, we would appreciate you taking the time to answer the questions below. Any additional information you might provide to further assist the application process would be most appreciated (this form must be filled out by the landlord).

Residents name: [Name]

Address: [Address]

Leased from: [Date] TO: [Date]

Current Rent:[Amount]

|  |  |  |
| --- | --- | --- |
| Has resident (s) given proper notice? | ☐ Yes | ☐ No |
| Is rental account satisfactory? | 🗹 Yes | ☐ No |
| Is account in arrears? | ☐ Yes | ☐ No |
| If yes, balance due: $[Amount] | | |
| Number of late payments: [Number] | | |
| Have you had to file unlawful detainer? | ☐ Yes | ☐ No |
| Date rent is considered late: [Date] | | |
| Lease violations during residency: [Reason] | | |
| Would you recommend? | ☐ Yes | ☐ No |

**ADDITIONAL INFORMATION:**

[Additional Information]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information Provided By:** | | [Name] | | |
| **Phone #:** | [Number] | | **Fax #:** | [Number] |
| **Title:** | [Title] | |  |  |
| **Date:** | [Date] | | | |

We appreciate your assistance in this matter. Please return this original form in the self-address stamped envelope provided.

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Date] |
| **Signature of Applicant** |  | **Date** |

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Date] |
| **Signature of Applicant** |  | **Date** |

**Sharon Berends, Community Manager**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agent of Runaway Bay Apartments** | | [Name] | | |
| **Title:** | [Title] | |  |  |
| **Date:** | [Date] | | | |