**Rental Verification Form**

[Property Name], [Bldg. No./Unit No.]

**RENTAL VERIFICATION REQUEST:**

Dear [Landlord/Property Management Company Name], I am writing to request rental verification for the following individual who has provided your property as a reference for their rental history:

|  |  |
| --- | --- |
| Tenant's Full Name: | [Tenant's Full Name] |
| Current Address: | [Tenant's Current Address] |
| Phone Number: | [Tenant's Phone Number] |
| Email Address: | [Tenant's Email Address] |
| Date of Birth: | [Tenant's Date of Birth] |

**OCCUPANTS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Family Member** | **Name** | **Relationship** | **Age** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

**INCOME:**

|  |  |  |
| --- | --- | --- |
| **Sources of Income:** | | |
| 1. Wages and salary (full and part-time employment) | Yes | No |
| 2. Child support | Yes | No |
| 3. Alimony | Yes | No |
| 4. Interest on savings and checking accounts | Yes | No |
| 5. Dividends from stocks, bonds, and certificates of deposit | Yes | No |
| 6. Social security benefits | Yes | No |
| 7. VA benefits | Yes | No |
| 8. Overtime, commissions, tips, and bonus payments | Yes | No |
| 9. Unemployment insurance | Yes | No |
| 10. Pension/retirement payments | Yes | No |
| 11. Disability benefits | Yes | No |
| 12. Any other annuities or stipends received | Yes | No |
| 13. Income from real estate investments | Yes | No |
| 14. Income from a business or partnership owned, associated with, or operated by a household member. | Yes | No |
| 15. Regular gifts or contributions from persons not residing in the dwelling (with a documented two-year history). | Yes | No |
| 16. Net income from business operations (three years of federal tax returns required to document). | Yes | No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Family Member** | **Wages & Salaries, etc** | **Social Security & Pensions, etc.** | **Periodic Income from Assets** | **Other Income** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6 |  |  |  |  |  |

TOTAL ANTICIPATED ANNUAL HOUSEHOLD INCOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TENANT'S STATEMENT:**

I/We certify that the information on this form is true and complete to the best of my/our knowledge and belief and are given under the penalty of perjury.

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(Signature of each person over age 18)** | **Date** |

**OWNER’S APPROVAL:**

I understand that providing this information may require your time and effort, and I genuinely appreciate your assistance. However, I kindly request that you seek owner approval before disclosing any confidential rental information about the applicant.

The privacy and confidentiality of the information provided will be respected and used solely for the purpose of evaluating the applicant's eligibility as a potential tenant for my property.

Please feel free to send the completed rental verification form to my email address at [Your Email Address] or fax it to [Your Fax Number]. If you have any questions or need further information, please do not hesitate to contact me.

**NOTARIZE:**

[Notary Details]

Address of unit assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Signature of Owner’s Authorized Representative** | **Date** |