

## APPLICATION VERIFICATION

### BASIC INFORMATION

**Applicant:** \_\_\_\_\_ **Date of Verification:** \_\_\_\_\_  
                     First                      Middle                      Last

**Co-Applicant:** \_\_\_\_\_ **Date of Verification:** \_\_\_\_\_  
                     First                      Middle                      Last

### EMPLOYMENT VERIFICATION

**Applicant Employer:** \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_  
 Currently Employed:  Yes  No                      Wage/Salary \_\_\_\_\_  
 Wage Verification: \_\_\_\_\_ (Pay Stub/W-2, etc.)

**Other Applicant Income Verification:** \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_  
 Income Verification: \_\_\_\_\_ (copy of award, copy of benefit statement, etc.)

**Co-Applicant Employer:** \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_  
 Currently Employed:  Yes  No                      Wage/Salary \_\_\_\_\_  
 Wage Verification: \_\_\_\_\_ (Pay Stub/W-2, etc.)

**Other Co-Applicant Income Verification:** \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_  
 Income Verification: \_\_\_\_\_ (copy of award, copy of benefit statement, etc.)

### RENTAL REFERENCE

**Previous Landlord:** \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_  
 Rent paid:  Yes  No; Rent paid on time:  Yes  No; Did landlord terminate:  Yes  No  
 If tenant terminated, did tenant give notice  Yes  No; Damage to unit  Yes  No, If yes,  
 what was the damage to the unit \_\_\_\_\_  
 Other lease/rental agreement violations  Yes  No,  
 If yes, describe the other lease violations: \_\_\_\_\_  
 Neighbor Complaints  Yes  No, If yes, were they resolved  Yes  No

**Previous Landlord:** \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_

Rent paid: \_\_\_ Yes \_\_\_ No; Rent paid on time: \_\_\_ Yes \_\_\_ No; Did landlord terminate: \_\_\_ Yes \_\_\_ No

If tenant terminated, did tenant give notice \_\_\_ Yes \_\_\_ No; Damage to unit \_\_\_ Yes \_\_\_ No, If yes, what was the damage to the unit \_\_\_\_\_

Other lease/rental agreement violations \_\_\_ Yes \_\_\_ No,

If yes, describe the other lease violations: \_\_\_\_\_

Neighbor Complaints \_\_\_ Yes \_\_\_ No, If yes, were they resolved \_\_\_ Yes \_\_\_ No

**PERSONAL REFERENCE**

Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_

Relationship to Applicant/Co-Applicant: \_\_\_\_\_ Reference Positive \_\_\_ Yes \_\_\_ No

Person Contacted: \_\_\_\_\_ Date and Time of Contact: \_\_\_\_\_

Relationship to Applicant/Co-Applicant: \_\_\_\_\_ Reference Positive \_\_\_ Yes \_\_\_ No

Credit Report Obtained: \_\_\_ Yes \_\_\_ No (If yes, attach)

Tenant Screening/Public Records Obtained: \_\_\_ Yes \_\_\_ No (If yes, attach)

Applicant Identification Verified: \_\_\_ Yes \_\_\_ No

Co-Applicant Identification Verified: \_\_\_ Yes \_\_\_ No