

## 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