

LANDLORD VERIFICATION FORM

To Whom It May Concern:

The individual named below has applied for housing with our property and has listed you as a current or former housing provider. We would appreciate your assistance in completing the information below. This information will be used solely to determine rental eligibility. Thank you for your time and cooperation.

Release of Resident History Information

I, _____, authorize the release of truthful and accurate information regarding my rental history for the purpose of evaluating my eligibility as a prospective resident at:

Property Address Applied For: _____, Ithaca, NY 14850.

Applicant Signature: _____ Date: _____

TENANCY DETAILS

Resident Name: _____

Property Address Rented: _____

Type of Tenancy:

☐ Lease

☐ Month-to-Month

Lease Start Date: _____ **Lease End Date:** _____

Monthly Rent Amount: \$ _____

PAYMENT HISTORY

1. Was rent paid on time?

☐ Yes

☐ No

2. If no, was rent consistently late or only occasionally?

☐ Occasionally

☐ Frequently

3. Does/Did the resident owe any outstanding balance?

☐ No

☐ Yes (please explain): _____

TENANCY CONDUCT & COMPLIANCE

4. **Did the resident provide proper notice prior to vacating?**

- ☐ Yes
- ☐ No
- ☐ N/A (still residing)

5. **Did the resident leave the unit in acceptable condition?**

- ☐ Yes
- ☐ No

6. **Were there any lease violations during the tenancy?**

- ☐ No
- ☐ Yes (please check all that apply):
 - ☐ Payment-related
 - ☐ Property care / damage
 - ☐ Unauthorized occupants
 - ☐ Unauthorized pets
 - ☐ Noise or behavior concerns
 - ☐ Other: _____

7. **Were there repeated or unresolved issues during the tenancy?**

- ☐ No
- ☐ Yes (brief explanation optional):

OVERALL ASSESSMENT

8. **Based on your experience, would you rent to this individual again?**

- ☐ Yes
- ☐ No

(This question is especially helpful in our screening process.)

ADDITIONAL COMMENTS (Optional)

LANDLORD / PROPERTY MANAGER INFORMATION

Name: _____

Title / Company: _____

Phone: _____

Email: _____

Signature: _____

Date: _____