

# RENTAL VERIFICATION FORM

[Your Name]

[Your Company Name]

[Your Address] [City, State, ZIP]

[Phone Number]

[Email Address]

Date: *[Date]*

To whom it may concern:

Subject: Verification of Tenant's Tenancy

Dear [Landlord/Property Manager's Name],

I hope this letter finds you well. My name is *[Your Name]*, and I am a landlord at the property located at *[Your Property Address]*. I am writing to request your kind assistance in verifying the tenancy of *[Tenant's Full Name]*, who has granted me consent to verify their tenancy at your unit located at *[Tenant's Rental Unit Address]*.

As a fellow landlord, I understand and appreciate that your time is valuable. I kindly request that you complete the following information and provide the requested details contained in this form. Once completed, please email the form to me at *[Your Email Address]*.

**Tenant Information:**

Tenant's Full Name: \_\_\_\_\_

Tenant's Current Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Previous Rental Information:**

Previous Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Landlord/Property Manager's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Rental Period:**

Move-in Date: \_\_\_\_\_

Move-out Date: \_\_\_\_\_

**Rent Payment Details:**

Monthly Rent Amount: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Rent Payment History: (Please provide information for the entire tenancy period)

- Month/Year: \_\_\_\_\_
- Payment Status: \_\_\_\_\_
- Month/Year: \_\_\_\_\_

- Payment Status: \_\_\_\_\_
- Month/Year: \_\_\_\_\_
- Payment Status: \_\_\_\_\_ (Continue as needed)

Lease Information:

\_\_\_\_\_

Lease Term:

\_\_\_\_\_

Lease Violations (if any):

\_\_\_\_\_

Property Damage (if any):

\_\_\_\_\_

Additional Comments or Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disclaimer: The undersigned landlord/property manager certifies that the information provided in this rent verification form is accurate and true to the best of their knowledge. The landlord/property manager acknowledges that the release of this information is authorized by the tenant for the purpose of rent verification. The landlord/property manager assumes no liability for any consequences arising from the use or reliance upon this rent verification form.

By signing below, I authorize the release of the above rental information to *[Your Company Name]* for the purpose of rent verification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation in providing the requested information. Please feel free to contact us if you have any questions or require further clarification.

Sincerely,

[Your Name] [Your Company Name]

NOTE: This rent verification form provided above is intended for informational purposes only and should be used as a general template. It is not intended to be comprehensive or to serve as legal advice. The form may need to be customized or modified to suit the specific requirements of your situation. We recommend seeking professional advice or consulting with an attorney to ensure compliance with local laws and regulations. The use of this form is at your own risk, and we assume no liability for any consequences arising from its use.