



## Tenant Verification Request Form

### Housing Choice | Landlord Guarantee Program

***This form is for a landlord to verify if a tenant is responsible for a judgment claim payment.***

Please provide the tenant(s) full name(s) and the judgment number(s) associated with their credit reports below. This information will be reviewed by Oregon Housing and Community Services, and a reply will be sent to you within two (2) business days. Our response will provide information on if we have paid a claim, and if so, what is their payment status. Submit the completed form and email it as an attachment to [Landlord.Guarantee@oregon.gov](mailto:Landlord.Guarantee@oregon.gov).

#### Tenant Information:

Tenant Name: \_\_\_\_\_  
 Last Known Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

#### Court Judgment Information:

Judgment entered date: \_\_\_\_\_  
 Judgment Case Number: \_\_\_\_\_

#### Landlord Requesting Tenant Verification:

Name: \_\_\_\_\_  
 Mailing or Contact Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### For OHCS Office Use Only

##### OHCS Receipting Dates

Received: \_\_\_\_\_  
 Replied: \_\_\_\_\_

##### OHCS Response

- ☐ Tenant not in tenant database  
☐ Tenant in compliance  
☐ Tenant not in compliance