

Landlord Verification Form Instructions

Part I (to be completed by the requester):

- enter your name and the date the form must be returned.

Part II (to be completed by the requester):

- enter the name and address of the tenant; and
- enter the date the tenant moved in, if known

NOTE: Complete the Requester Use Only box when the completed form is returned.

Part III (to be completed by the tenant):

- the Authorization to Release Information must be fully completed.

Part IV (to be completed by the landlord) Please complete the following sections:

- Rental Information;
- Utility Information; and
- Landlord Information.

To the landlord completing this form:

Please keep the yellow copy for your records and give the white copy to the tenant named in Part II of this form.

Landlord Verification

Part I

Name of Requester _____ Return the completed form by ____/____/____

Part II

Tenant's Name _____

Tenant's Address _____

City/Town _____

ZIP _____

Date tenant moved in ____/____/____

Part III

Authorization to Release Information

I, _____,

(Print Tenant's Name)

give my permission to the requester
to obtain and verify this information.

Tenant's Signature

Date

Part IV (TO BE COMPLETED BY THE LANDLORD)

A. Rental Information

1. To the best of my knowledge the following people are living there. (Please provide the number of persons in this household and, if possible, provide their names.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The total rent for this address is \$_____ per ☐ month ☐ week ☐ other_____ (specify)

3. Is the rental property public housing? ☐ yes ☐ no

4. Is the rent subsidized? ☐ yes ☐ no If yes, is the subsidy ☐ Section 8 ☐ Mass Rental Voucher Program?

☐ Other _____

5. If subsidized, subsidy payment \$_____ Tenant Payment \$_____

6. Is the tenant behind in rent? ☐ yes ☐ no If yes, what is the amount owed? \$_____

If yes, which months are owed? From _____ to _____

B. Utility Information

7. Does the tenant pay for any of the following SEPARATE from the rent?

- | | | |
|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> heat: type: <input type="checkbox"/> electric | <input type="checkbox"/> gas | <input type="checkbox"/> oil |
| <input type="checkbox"/> electric | <input type="checkbox"/> gas | |
| <input type="checkbox"/> telephone | <input type="checkbox"/> water | <input type="checkbox"/> sewerage |
| <input type="checkbox"/> trash/garbage removal | <input type="checkbox"/> other _____ | (specify) |

REQUESTER USE ONLY

What is the SUA?

- ☐ Heating
☐ Nonheating
☐ Phone

C. Landlord Information

Please sign and date this form.

Landlord's Signature _____ Date ____/____/____

Landlord's Name (print) _____

Landlord's Address _____

Landlord's daytime telephone number () _____ - _____