

**LANDLORD VERIFICATION FORM – DONE BY MAIL**

DATE: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

FROM: \_\_\_\_\_, Manager  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN THIS VERIFICATION TO THE PERSON LISTED ABOVE.**

SUBJECT: Verification of Information Supplied by Housing Applicant.

NAME: \_\_\_\_\_  
SSN: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to assure timely processing of the application. Enclosed is a self-addressed, stamped envelope for this purpose. The applicant/tenant has consented to this release of information as shown below.

Did tenant live at the above address? \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

1. Did tenant pay rent on time? \_\_\_\_\_
2. Amount monthly rent \$ \_\_\_\_\_ Were utilities included in rent? \_\_\_\_\_
3. Did tenant create any disturbances? \_\_\_\_\_
4. Did tenant keep unit clean & in good repair? \_\_\_\_\_
5. Did tenant leave unit in decent condition? \_\_\_\_\_

6. EXPLANATION AND/OR ADDITIONAL COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE \_\_\_\_\_ DATE: \_\_\_\_\_

**YOU DO NOT HAVE TO SIGN THIS FORM IT EITHER THE REQUESTING ORGANIZATION OR THE ORGANIZATION SUPPLYING THE INFORMATION IS LEFT BLANK.**

**RELEASE:** I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PENALTIES FOR MISUSING THIS CONSENT:**  
Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure of improper use. The above-listed housing project does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

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