

**UNABLE TO OBTAIN THIRD PARTY VERIFICATION**

Applicant/Tenant: \_\_\_\_\_ Unit # \_\_\_\_\_  
Property Name: \_\_\_\_\_

**Please Follow These Procedures:**

1. The following item could not be verified by the 3<sup>rd</sup> party:

\_\_\_\_\_

2. On what date did you originally request this verification:

\_\_\_\_\_

***A. The original request must be outstanding for at least 2 weeks.***

***B. Attach copy of original date-stamped request.***

3. Please explain why third-party verification was unobtainable.

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

4. Please address what follow-up efforts were made to reach third-party to obtain verification.

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

5. In lieu of 3<sup>rd</sup> party, I am providing the following documents:

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Manager**

\_\_\_\_\_  
**Date**

