

# Full Service Property Management

1400 Chalet Suzanne Road, Lake Wales, FL 33859 • 863.676.4448



## RESIDENCE VERIFICATION

**APPLICANT** to complete this part ONLY:

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

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

I/We hereby authorize the release of the information requested below to Full Service Property Management. Your prompt reply will help facilitate my/our application for housing.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Dear Residence Manager, Landlord, or Agent:

The above-named applicant(s) had applied with us for rental housing. The following information is required in order for us to give proper consideration to his/her application. The confidentiality of the information you furnish will be preserved, except where disclosure is required by law. Your prompt response to this request is very much appreciated.

**LANDLORD:** Please fill in as fully as possible. Current Landlord  Previous Landlord

Dates of Residency: Move-In: _____ Move-Out: _____	
1	Is the applicant (s) currently renting from you? <span style="float: right;">Y N</span>
	If so, is the applicant current with all rental payments? <span style="float: right;">Y N</span>
2	Was the applicant ever late within the last 12 months? <span style="float: right;">Y N</span>
	If so, how many times? <span style="float: right;">___ times</span>
3	Has the applicant ever been more than thirty (30) days late with rent payments? <span style="float: right;">Y N</span>
	If so, how many times? <span style="float: right;">___ times</span>
4	Did the applicant have any pets? <span style="float: right;">Y N</span>
	If so, how many? <span style="float: right;">___ pets</span>
	What kind and size?
5	Have you had to give the applicant a notice at any time during the last 12 months? <span style="float: right;">Y N</span>
	If so, for what reason?

6	Was there ever any trouble or damages?	Y	N
	If so, what kind?		
7	Have you ever received any complaints from neighbors of this applicant?	Y	N
	If so, for what reason?		
	Was the matter quickly resolved?	Y	N
8	Has the resident completed their lease terms?	Y	N
9	If a current resident, has the applicant given notice to you that they will be moving?	Y	N
10	Was the applicant asked to vacate by you or one of your company reps?	Y	N
	If so, why?		
11	Did you, or will you have to, withhold part or all of the deposit because of damages?	Y	N
12	Is the applicant moving voluntarily or after judicial eviction?	Voluntarily	Judicial Eviction
13	Would you rent to this applicant again?	Y	N
14	Rent amount during the last month of tenancy?	\$	
16	Does the applicant owe you any money?	Y	N
	If so, how much?	\$	
Any additional comments which would assist in the evaluation of this person's application for rental?			

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please send this verification form back to us via fax or email as soon as possible. Thank you for your assistance in this matter. Your help is greatly appreciated.

Sincerely,

*Michelle Heath*

Property Manager/REALTOR®  
 Full Service Property Management  
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