

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: _____ Landlord Phone: _____

Landlord Email: _____ Landlord 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: _____

LANDLORD: Please fill in as fully as possible.

Dear Residence Manager, Landlord, or Agent:

The above-names 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.

Current Landlord Previous Landlord

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

	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

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