

# Cheyenne Housing Authority

## LANDLORD REFERENCE VERIFICATION FORM

To: \_\_\_\_\_

Landlord Name, Email or Fax or mailing address for person providing landlord reference.

\_\_\_\_\_ has requested the Cheyenne Housing Authority contact you in order to help us determine whether he/she can fulfill the terms of the lease for property owned and/or managed by the Cheyenne Housing Authority.

Please return this form via Fax 307-633-8315, Attn: \_\_\_\_\_ or email to \_\_\_\_\_ Should you have any questions regarding this request, please call 307-633-8333.

1. Are you a relative or friend of the applicant? \_\_\_\_\_ If yes, please describe the relationship: \_\_\_\_\_

2. What was the address where the applicant resided? \_\_\_\_\_

3. What dates did the applicant reside in your unit? \_\_\_\_\_

4. What was the monthly rent? \_\_\_\_\_ Was the rent ever paid late? \_\_\_\_\_ If yes, was this a repeated occurrence? \_\_\_\_\_

5. Did the applicant ever issue a check that was returned "Insufficient Funds"? \_\_\_\_\_ If yes, how often? \_\_\_\_\_

6. Does the applicant owe any past due amounts for rent, damages, utilities etc.? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

\_\_\_\_\_ Is there a repayment agreement in place? \_\_\_\_\_

7. Were there any other adult household members responsible for the unit? \_\_\_\_\_ If yes, did they contribute or were they the cause of any violations of the lease agreement? \_\_\_\_\_ Please explain if necessary: \_\_\_\_\_

8. Did the applicant comply with the lease agreement? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

9. Was the applicant's lease terminated? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

10. Was the applicant evicted or under any eviction process? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

11. If the applicant has vacated the property, was the property left in an acceptable condition? \_\_\_\_\_ If no, please describe the condition of how the property was left? \_\_\_\_\_

12. Did the applicant give proper notice before vacating the unit? \_\_\_\_\_

13. Would you rent to the applicant again? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Thank you for completing this information. Please feel free to provide any other information you think necessary: \_\_\_\_\_

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

Please return no later than [DATE]. Thank you.