

# Heartland Property Management

## Rental Verification

Current Tenancy Address: \_\_\_\_\_

I, \_\_\_\_\_ authorize you to verify and release information referenced below with respect to a proposed tenancy at a property managed by **Heartland Property Management**.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant does not fill out below this line**

.....

**Heartland Property Management** is considering the above noted individual for tenancy at a property we manage. They have provided the above signature authorization to current and previous landlords to verify and release information related to their tenancy. Please take a moment to complete the following and provide any additional information that may be helpful to us in determining an appropriate decision on behalf of the property owner. Thank you in advance for your timely assistance!

Tenancy from: \_\_\_\_\_ to \_\_\_\_\_ Rental Amount \$ \_\_\_\_\_

Was rent always paid on time? Yes / No If No, how many times were they late? \_\_\_\_\_

1. Were there any complaints from neighbors or HOA notices? Yes / No
2. Were there any legal actions or notices (to perform or otherwise) given? Yes / No
3. Did tenant(s) have frequent maintenance issues? Yes / No
4. Was the security deposit spent to cover damages? Yes / No

If any answer to questions 1-4 was "yes" please explain here....

Why did the tenant leave? \_\_\_\_\_ Did they give 30 day notice? \_\_\_\_\_

Was their residence maintained, clean and in sanitary condition? Yes / No

Comment: \_\_\_\_\_

**Reference provided by:** \_\_\_\_\_ (Name) \_\_\_\_\_ (Date)

# Heartland Property Management

## Employment Verification

Prospective Tenant Name: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Employer/Supervisor Phone #: \_\_\_\_\_

I, \_\_\_\_\_ authorize my employer to verify with personnel from **Heartland Property Management** the following information regarding my employment for housing/tenancy purposes.

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

Applicant does not fill out below this line

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**Heartland Property Management** is considering the above noted individual for tenancy at a property we manage. Please take a moment to complete the following information that will be helpful to us in determining an appropriate decision on behalf of the property owner. Thank you in advance for your timely assistance!

How long has he/she been employed with your company? \_\_\_\_\_

Please verify current gross income: \$\_\_\_\_\_ Per Hour [ ] Month [ ] Year [ ]

Is employment likely to continue? Yes / No

Is this a part-time or full-time position? \_\_\_\_\_

How would you describe this person? \_\_\_\_\_

Verified by: \_\_\_\_\_ (Name) \_\_\_\_\_ (Date)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

# Heartland Property Management

## Reference Verification

Prospective Tenant Name: \_\_\_\_\_

I, \_\_\_\_\_ authorize you to verify and release information referenced below with respect to a proposed tenancy at a property managed by **Heartland Property Management**.

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

Applicant does not fill out below this line

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**Heartland Property Management** is considering the above noted individual for tenancy at a property we manage. They have given your name as a reference and request that you provide some information on their behalf. Please take a moment to complete the following and provide any additional information that may be helpful to us in determining an appropriate decision on behalf of the property owner. Thank you in advance for your timely assistance!

Relationship to the applicant: Personal / Familial / Professional

Number of years acquainted: \_\_\_\_\_

Would you consider this individual for tenancy in a property you owned? Yes / No / No Comment

How would you describe this person? \_\_\_\_\_

\_\_\_\_\_

Is there anything you could share with us to aid in our decision? \_\_\_\_\_

\_\_\_\_\_

Reference provided by: \_\_\_\_\_

(Name)

(Date)