

## RENTAL APPLICATION



Landlord:

This application IS made to rent:

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

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

Desired date of occupancy: \_\_\_\_\_ Desired length of occupancy: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_

The monthly rent shall be \$ \_\_\_\_\_ payable in advance.

### The following deposits are required:

Security deposit \$ \_\_\_\_\_ . Pet deposit of \$ \_\_\_\_\_ .

*\*The deposit will be returned to the Applicant if the Premises are not rented to the Applicant.*

The total amount of \$ \_\_\_\_\_ shall be due upon signature of the lease.

**The Applicant understands that the Landlord may perform a credit check to verify the Applicant's credit references and credit history in connection with the processing of this Rental Application.**

An application fee of \$ \_\_\_\_\_ is due with this application.

### APPLICANT INFORMATION

Name: \_\_\_\_\_

No. of occupants: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Water bed: Yes \_\_\_\_\_ No \_\_\_\_\_ Smokers: Yes \_\_\_\_\_ No \_\_\_\_\_ Pets: Yes \_\_\_\_\_ No \_\_\_\_\_

### PET INFORMATION

Name: \_\_\_\_\_

Type/Breed: \_\_\_\_\_

Size: \_\_\_\_\_

Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_

Name: \_\_\_\_\_

Type/Breed: \_\_\_\_\_

Size: \_\_\_\_\_

Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_

**IF A SECOND ADULT WILL BE RENTING THE PREMISES, THEY WILL NEED TO COMPLETE A SEPARATE RENTAL APPLICATION FORM.**

**Please provide names of other tenants, including children and anyone who will live with you, even if on a temporary basis.**

Name: _____	Age _____	Name _____	Age _____
Name: _____	Age _____	Name _____	Age _____
Name: _____	Age _____	Name _____	Age _____

PREMISES ADDRESS: \_\_\_\_\_ 2 of 14

**Present Address:** \_\_\_\_\_

**How long at present address:** \_\_\_\_\_ **Home Phone No.:** (\_\_\_\_) \_\_\_\_\_

**Adult:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **School:** \_\_\_\_\_

**APPLICANT INFORMATION**

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Driver's License No. :** \_\_\_\_\_

**Vehicle Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**License No.:** \_\_\_\_\_

**Vehicle Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**License No.:** \_\_\_\_\_

**Home Phone No.:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone No.:** (\_\_\_\_) \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ **How long?:** \_\_\_\_\_

**Landlord's Name:** \_\_\_\_\_

**Phone No.:** (\_\_\_\_) \_\_\_\_\_

**Current rent payment:** \_\_\_\_\_ **Reason for moving:** \_\_\_\_\_

**PRIOR ADDRESS:** \_\_\_\_\_ **How long?:** \_\_\_\_\_

**Landlord's Name:** \_\_\_\_\_

**Phone No.:** (\_\_\_\_) \_\_\_\_\_

**Rent payment:** \_\_\_\_\_ **Reason for moving:** \_\_\_\_\_

**SOURCES OF MONTHLY INCOME (monthly):**

Wages	\$ _____	Tips	\$ _____
Salary	\$ _____	Commission	\$ _____
Gov't assistance	\$ _____	Child support/Alimony	\$ _____
Other	\$ _____		

**CURRENT EMPLOYER:**

**Employer:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **How long:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Business Phone:** (\_\_\_\_) \_\_\_\_\_

**Annual Income:** \_\_\_\_\_

PREMISES ADDRESS: \_\_\_\_\_ 3 of 14

**PRIOR EMPLOYER:**

Employer: \_\_\_\_\_  
Position: \_\_\_\_\_ How long: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_  
Annual Income: \_\_\_\_\_

**NEAREST RELATIVE NOT LIVING WITH YOU:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone No.: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

**PERSONAL REFERENCES:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone No.: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone No.: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

**BANK REFERENCES:**

Name: \_\_\_\_\_  
Branch: \_\_\_\_\_ Account No.: \_\_\_\_\_

Name: \_\_\_\_\_  
Branch: \_\_\_\_\_ Account No.: \_\_\_\_\_

**CREDIT REFERENCES:**

**Credit Card Name:** \_\_\_\_\_  
Issuing Bank: \_\_\_\_\_  
Account No.: \_\_\_\_\_ Credit limit: \_\_\_\_\_  
Balance owed: \_\_\_\_\_ Monthly payment: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Year Issued: \_\_\_\_\_

**Credit Card Name:** \_\_\_\_\_  
Issuing Bank: \_\_\_\_\_  
Account No.: \_\_\_\_\_ Credit limit: \_\_\_\_\_  
Balance owed: \_\_\_\_\_ Monthly payment: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Year Issued: \_\_\_\_\_

**Credit Purchases (e.g. store account)**

Name: \_\_\_\_\_  
Account No.: \_\_\_\_\_ Credit limit: \_\_\_\_\_  
Balance owed: \_\_\_\_\_ Monthly payment: \_\_\_\_\_

PREMISES ADDRESS: \_\_\_\_\_ 4 of 14

**Do you own real estate?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain where: \_\_\_\_\_

\_\_\_\_\_

**Have you ever been evicted from any rental premises?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain where: \_\_\_\_\_

\_\_\_\_\_

**Have you ever willfully and intentionally refused to pay rent when due?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain where: \_\_\_\_\_

\_\_\_\_\_

**Are there any circumstances which may interrupt your income or ability to pay rent?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain where: \_\_\_\_\_

\_\_\_\_\_

**Have you ever been convicted of a felony?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain where: \_\_\_\_\_

\_\_\_\_\_

**Applicant's Signature Section**

I represent that the information provided in this Application is true and correct to the best of my knowledge. The applicant hereby authorizes : \_\_\_\_\_ (Landlord) to conduct any investigation necessary, including but not limited to, rental history, employment history, credit history and civil and criminal background checks. The applicant also agrees that all information pertaining to their rental record can be released for future verification. The applicant hereby releases all parties from liability in connection with this provision and use of such information. In signing this rental application, the applicant certifies that all information is complete and accurate. If any misrepresentation, omission, or falsification is discovered, it will constitute grounds for denial to rent the property applied for, or eviction from the property if it was rented to you. Upon approval of this application a holding fee of \$ \_\_\_\_\_ is due. The property applied for cannot be held for the applicant until the entire holding fee is paid. After the holding fee is paid, should the applicant decide not to rent the premises the holding fee will be forfeited to the property owner. Once the applicant signs a lease and takes occupancy, the holding fee shall be held as a security deposit pursuant to the lease.

I acknowledge receipt of a copy of this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**IT IS ILLEGAL, PURSUANT TO THE OHIO FAIR HOUSING LAW, DIVISION (H) OF SECTION 4112.02 OF THE REVISED CODE, AND THE FEDERAL FAIR HOUSING LAW, 42 U.S.C.A. 3601, AS AMENDED, TO REFUSE TO SELL, TRANSFER, ASSIGN, RENT, LEASE, SUBLEASE OR FINANCE HOUSING ACCOMMODATIONS; REFUSE TO NEGOTIATE FOR THE SALE OR RENTAL OF HOUSING ACCOMMODATIONS; OR OTHERWISE DENY OR MAKE UNAVAILABLE HOUSING ACCOMMODATIONS BECAUSE OF RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS AS DEFINED IN SECTION 4112.01 OF THE REVISED CODE, ANCESTRY, MILITARY STATUS AS DEFINED IN THAT SECTION, DISABILITY AS DEFINED IN THAT SECTION, OR NATIONAL ORIGIN OR TO SO DISCRIMINATE IN ADVERTISING THE SALE OR RENTAL OF HOUSING, IN THE FINANCING OF HOUSING, OR IN THE PROVISION OF REAL ESTATE BROKERAGE SERVICES.**

**IT IS ALSO ILLEGAL, FOR PROFIT, TO INDUCE OR ATTEMPT TO INDUCE A PERSON TO SELL OR RENT A DWELLING BY REPRESENTATIONS REGARDING THE ENTRY INTO THE NEIGHBORHOOD OF A PERSON OR PERSONS BELONGING TO ONE OF THE PROTECTED CLASSES.**

**IF A SEX OFFENDER RESIDES IN THE AREA, OHIO'S SEX OFFENDER REGISTRATION AND NOTIFICATION LAW REQUIRES THE LOCAL SHERIFF TO PROVIDE WRITTEN NOTICE TO CERTAIN MEMBERS OF THE COMMUNITY. THE NOTICE PROVIDED BY THE SHERIFF IS A PUBLIC RECORD AND IS OPEN TO INSPECTION UNDER OHIO'S OHIO PUBLIC RECORDS LAW.**

**THE TENANT ACKNOWLEDGES THAT ANY INFORMATION DISCLOSED MAY NO LONGER BE ACCURATE. THE TENANT ASSUMES RESPONSIBILITY TO OBTAIN ACCURATE INFORMATION FROM THE SHERIFF'S OFFICE. THE TENANT SHALL RELY ON THE TENANT'S OWN INQUIRY WITH THE LOCAL SHERIFF'S OFFICE AND SHALL NOT RELY ON THE OWNER OR ANY BROKER INVOLVED IN THE TRANSACTION.**

The information provided by the prospective tenant(s) may be used by Landlord to determine whether to accept this Application. Upon written request within \_\_\_\_\_ days, Landlord will disclose to the Applicant in writing the nature and scope of any investigation Landlord has requested, and will, if the Application is refused, state in writing the reason for said refusal.

Accepted: \_\_\_\_\_ Refused: \_\_\_\_\_

By: \_\_\_\_\_

PREMISES ADDRESS: \_\_\_\_\_ 6 of 14

**CO-SIGNER INFORMATION**

(Someone else paying the rent, but not occupying the premises.)

**Please complete for sole purpose of allowing Landlord to do a credit check.**

Name: \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ How long: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Do you own real estate: Yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_

**Home Phone No.:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone No.:** (\_\_\_\_) \_\_\_\_\_

**SOURCES OF INCOME** (monthly):

Wages	\$ _____	Salary	\$ _____
Commission	\$ _____	Tips	\$ _____
Gov't assistance	\$ _____	Child support/Alimony	\$ _____
Other	\$ _____		

**CURRENT EMPLOYER:**

Employer: \_\_\_\_\_ Annual Income: \_\_\_\_\_

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

Position: \_\_\_\_\_ How long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

**PRIOR EMPLOYER:** \_\_\_\_\_ Annual Income: \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

**PERSONAL REFERENCES:**

Name: \_\_\_\_\_

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

Home Phone No.: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

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

Home Phone No.: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

**BANK REFERENCES:**

Name: \_\_\_\_\_

Branch: \_\_\_\_\_ Account No.: \_\_\_\_\_

Name: \_\_\_\_\_

Branch: \_\_\_\_\_ Account No.: \_\_\_\_\_

PREMISES ADDRESS: \_\_\_\_\_ 7 of 14

**CREDIT REFERENCES:**

**Credit Card Name:** \_\_\_\_\_  
Issuing Bank: \_\_\_\_\_  
Account No.: \_\_\_\_\_ Credit limit: \_\_\_\_\_  
Balance owed: \_\_\_\_\_ Monthly payment: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Year Issued: \_\_\_\_\_

**Credit Card Name:** \_\_\_\_\_  
Issuing Bank: \_\_\_\_\_  
Account No.: \_\_\_\_\_ Credit limit: \_\_\_\_\_  
Balance owed: \_\_\_\_\_ Monthly payment: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Year Issued: \_\_\_\_\_

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Issuing Bank: \_\_\_\_\_  
Account No.: \_\_\_\_\_ Credit limit: \_\_\_\_\_  
Balance owed: \_\_\_\_\_ Monthly payment: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Year Issued: \_\_\_\_\_

### Co-Signer Signature Section

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I acknowledge receipt of a copy of this application.

\_\_\_\_\_  
Co-Signer's Signature

\_\_\_\_\_  
Date

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Accepted: \_\_\_\_\_ Refused: \_\_\_\_\_

By: \_\_\_\_\_



**Employment Verification Request**

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

Dear Employer:

We are in the process of confirming information provided by a prospective tenant who has provided your name as employer in connection with a rental application. Please verify the information provided by the tenant by telephone or return the form to me at the above address. My phone number is \_\_\_\_\_. The best time to reach me is 9:00AM to 5:00PM.

Thank you for your cooperation.

\_\_\_\_\_

**TENANT SUPPLIED INFORMATION**

Prospective Tenant's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Wage/Salary: \_\_\_\_\_ Per: \_\_\_\_\_

Length of time with above Employer: \_\_\_\_\_

I have completed the above information in connection with a rental application. The addressee of this letter is authorized to verify this information and supply the above named landlord with the information requested in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.

Prospective Tenant's Signature: \_\_\_\_\_

**VERIFICATION TO BE COMPLETED BY EMPLOYER**

Is the employment information correct: Yes \_\_\_\_ No \_\_\_\_

Is this employment:  
Part-time \_\_\_\_ Full-time \_\_\_\_ Temporary \_\_\_\_ Permanent \_\_\_\_

Information provided by: \_\_\_\_\_

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

**Bank Account Verification Request**

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

Dear Sir or Madam:

Please verify the bank account information provided in connection with a rental application by the prospective tenant named on the following page. You may return the form to me at the above address.

Thank you for your cooperation.

\_\_\_\_\_

**TENANT SUPPLIED INFORMATION**

Name of Prospective Tenant(s):

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

Address \_\_\_\_\_  
\_\_\_\_\_

SS# \_\_\_\_\_

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

I have completed the above information in connection with a rental application. The addressee of this letter is authorized to verify this information and supply the above named landlord with the information requested in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Account Holder

PREMISES ADDRESS: \_\_\_\_\_ 11 of 14

**VERIFICATION TO BE COMPLETED BY BANK**

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Average Balance for previous two months: \$ \_\_\_\_\_ Date Account opened: \_\_\_\_\_

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Average Balance for previous two months: \$ \_\_\_\_\_ Date Account opened: \_\_\_\_\_

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

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

**PLEASE RETURN THIS FORM TO THE LANDLORD.**

**Employment Verification Request**

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

Dear Employer:

We are in the process of confirming information provided by a prospective co-signer who has provided your name as employer in connection with a rental application. Please verify the information provided by the co-signer by telephone or return the form to me at the above address. My phone number is \_\_\_\_\_. The best time to reach me is 9:00AM to 5:00PM.

Thank you for your cooperation.

\_\_\_\_\_

**CO-SIGNER SUPPLIED INFORMATION**

Prospective

Co-signer's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Wage/Salary: \_\_\_\_\_ Per: \_\_\_\_\_

Length of time with above Employer: \_\_\_\_\_

I have completed the above information in connection with a rental application. The addressee of this letter is authorized to verify this information and supply the above named landlord with the information requested in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.

Prospective Co-Signer's Signature: \_\_\_\_\_

**VERIFICATION TO BE COMPLETED BY EMPLOYER**

Is the employment information correct: Yes \_\_\_\_ No \_\_\_\_

Is this employment:

Part-time \_\_\_\_ Full-time \_\_\_\_ Temporary \_\_\_\_ Permanent \_\_\_\_

Information provided by: \_\_\_\_\_

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

**Bank Account Verification Request**

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

Dear Sir or Madam:

Please verify the bank account information provided in connection with a rental application by the prospective co-signer named on the following page. You may return the form to me at the above address.

Thank you for your cooperation.

\_\_\_\_\_

**CO-SIGNER SUPPLIED INFORMATION**

Name of Prospective

Co-signer: \_\_\_\_\_

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

SS# \_\_\_\_\_

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

I have completed the above information in connection with a rental application. The addressee of this letter is authorized to verify this information and supply the above named landlord with the information requested in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Account Holder

PREMISES ADDRESS: \_\_\_\_\_ 14 of 14

**VERIFICATION TO BE COMPLETED BY BANK**

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Average Balance for previous two months: \$ \_\_\_\_\_ Date Account opened: \_\_\_\_\_

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Average Balance for previous two months: \$ \_\_\_\_\_ Date Account opened: \_\_\_\_\_

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

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

**PLEASE RETURN THIS FORM TO THE LANDLORD.**