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REQUEST TO RELEASE TENANT INFORMATION TO PROSPECTIVE LANDLORD

Federal regulations require the Housing Agency (when requested by a prospective landlord) to release specific tenant information to (prospective landlords) to assist in the tenant screening process. Request for tenant information for purposes other than initial screening cannot be honored.

The landlord needs to complete this request to obtain the information. The request must be submitted to the Housing Agency. Once this request is received. The Housing Agency will review the request to determine that it is for screening purposes. If you are requesting information for a tenant you now house, the request will be denied. Once the determination has been made, the information will be mailed to the landlord.

The Housing Agency will release the following tenant information:

- Current tenant address
- Name and address of tenant's current and prior landlord(s) if known

Prospective Landlord Name (Printed): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

x. _____
Signature of Prospective Landlord Date

Prospective Tenant Name (Printed): _____

Tenant Social Security Number: _____

For the purpose of renting the following the address:

Address: _____ City: _____

x. _____
Signature of Prospective Tenant Date

HOUSING AGENCY USE ONLY

Date request received: _____

FOR: Tenant Name: _____

INFORMATION TO BE SUPPLIED:

Current Tenant Address: _____

Current Landlord: _____

Current Landlord Address: _____

Previous Landlord: _____

Previous Landlord Address: _____

HOUSING AGENCY COMMENTS:

No match found for listed tenant name

Other : _____

Information Approved by: _____

Date Requested Information Mailed: _____