



# LANDLORD VERIFICATION



3rd Party Sent on: \_\_\_\_\_  Phone Verification Completed: \_\_\_\_\_

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

Date: \_\_\_\_\_  
From: **McDonnell Apartments- Office**  
**626 E 6th St**  
**Gregory, SD 57533**

Re: \_\_\_\_\_

Phone Number: \_\_\_\_\_ 605-835-8036

Dear Sir/Madam:

Our resident selection plan requires verification of information about all members of families applying for admission to our property. To comply with this requirement, we ask your cooperation in supplying information on the tenant history of the family referenced above. This information will be used only in determining whether the family can be accepted for admission. Your prompt return of this completed form is appreciated. A self-addressed, stamped envelope is enclosed for your convenience. Thank you.

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

\_\_\_\_\_  
Agent Representative Signature

**RELEASE:** I hereby authorize release of the information requested. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent form attached to a copy of this consent.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dates of Applicant's Tenancy: From: \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
Mo/Day Year Mo/Day Year

**1. Rent Payment:**

- A. Amount of monthly rental payment? \$ \_\_\_\_\_
- B. Is (Was) applicant current on rent?  Yes  No
- C. Has she/he ever been late?  Yes  No How late? \_\_\_\_\_ How often? \_\_\_\_\_
- D. Have you ever begun eviction proceedings for non-payment?  Yes  No

**2. Caring for the Unit:**

- A. Did the applicant keep the unit clean?  Yes  No
- B. Has/did the applicant damage the unit?  Yes  No

If yes, please describe: \_\_\_\_\_

- C. Has/did applicant pay for the damage?  Yes  No
- D. Will/did you keep part or all of the security deposit?  Yes  No

**3. Miscellaneous:**

- A. Did the applicant permit persons other than those on the lease to live in the unit?  Yes  No
- B. Did the household members damage/vandalize the common areas?  Yes  No
- C. Did the household members ever create physical hazards?  Yes  No
- D. Did the household members interfere with the rights & quiet enjoyment of others?  Yes  No
- E. Has the household ever given false information?  Yes  No

If yes, please describe: \_\_\_\_\_

F. Would you re-admit this applicant?  Yes  No If no, why not? \_\_\_\_\_

G. Did the household provide a full thirty-day (30) notice to vacate?  Yes  No

\_\_\_\_\_  
Landlord Representative Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PENALTIES FOR MISUSING THIS CONSENT:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at \*\*\* 208 (a) (6), (7) and (8).\*\* Violations of these provisions are cited as violations of 42 U.S.C. \*\*408 (a), (6), (7) and (8).\*\*