

**CHEYENNE HOUSING AUTHORITY
3304 SHERIDAN AVENUE
CHEYENNE, WYOMING 82009
307-633-8333**

PRESENT LANDLORD:

PREVIOUS LANDLORD:

Dear Sir/Madam:

_____ has recently applied for rental assistance through our office. As a present/previous landlord, we would appreciate your taking a moment to complete the following requested information and return it to us. The applicant's permission to release this information is below. Thank you for your cooperation.

I HEREBY GRANT THE CHEYENNE HOUSING AUTHORITY PERMISSION TO MAKE INQUIRIES REGARDING MY PRESENT/PAST RENTAL HISTORY. I UNDERSTAND THAT THIS INFORMATION IS FOR THE PURPOSE OF DETERMINING MY ELIGIBILITY ONLY AND WILL BE KEPT IN STRICT CONFIDENCE.

Applicant's Signature

Date

****NOTE: THE LANDLORD REFERENCES NEED TO COVER THE LAST
24 CONSECUTIVE MONTHS****

****IF THE PERSON FILLING OUT THE FORM IS A FRIEND OR FAMILY MEMBER, THE FORM
MUST BE SIGNED BY A NOTARY**

IF YOU NEED ADDITIONAL FORMS PLEASE NOTIFY OUR OFFICE

THE CHEYENNE HOUSING AUTHORITY MAY CALL TO VERIFY REFERENCES

PRESENT LANDLORD

Name of Applicant _____

Name of current or prior rental reference _____

Rental reference's address _____

Rental reference's phone # _____

1. Is the rental reference related to the applicant? _____ yes
_____ no

If so,
how? _____

2. What was the address where the tenant resided? _____

3. How long did the applicant reside in your unit? _____

4. What was the move-in date? _____

What was the move-out
date? _____

5. Did the applicant make timely rent
payments? _____

What was the monthly rent? _____

Was the rent ever paid late? _____ If yes, how late? _____

Did the applicant ever bounce a check? _____ If yes, how often? _____

6. Does the applicant still owe rental reference money? _____ yes _____ no

7. Did the applicant have a cosigner, guarantor, or roommate? _____ yes _____ no

If so, were any negative responses the rental reference gave to the above questions due to the
conduct of the cosigner, guarantor, or
roommate? _____

8. Did the applicant comply with all lease requirements, rules and regulations? _____ yes _____ no
If the answer is "NO", please explain _____

9. Did the applicant ever violate the lease or community rules? _____ yes _____ no
If yes,

How? _____

10. Are there any written records of violations on file? _____ yes _____ no

Did the rental reference ever try to evict the applicant? _____ yes _____ no

If yes, why? _____

11. Did the applicant maintain your property in an acceptable condition? _____yes
_____no

If the answer is "NO", please
explain: _____

12. Did the applicant ever damage the unit or common areas? _____yes _____no

If yes, did rental reference withhold any portion of the security
deposit? _____yes _____no

What was the nature of the
damage? _____

13. Did the applicant terminate the lease with proper notice _____yes _____no

14. Did the applicant leave the property in an acceptable condition upon vacating?

_____yes _____no

If the answer is "NO", please
explain: _____

15. Would you rent to the applicant again? _____yes _____no

Other Comments: _____

Landlord Signature

Date

Phone #

PREVIOUS LANDLORD

Name of Applicant _____

Name of current or prior rental reference _____

Rental reference's address _____

Rental reference's phone # _____

1. Is the rental reference related to the applicant? _____ yes
_____ no

If so,

how? _____

2. What was the address where the tenant resided? _____

3. How long did the applicant reside in your unit? _____

4. What was the move-in date? _____

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date? _____

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If so, were any negative responses the rental reference gave to the above questions due to the
conduct of the cosigner, guarantor, or
roommate? _____

8. Did the applicant comply with all lease requirements, rules and regulations? _____ yes _____ no

If the answer is "NO", please explain _____

9. Did the applicant ever violate the lease or community rules? _____ yes _____ no

If yes,

How? _____

10. Are there any written records of violations on file? _____ yes _____ no

Did the rental reference ever try to evict the applicant? _____ yes _____ no

If yes, why? _____

11. Did the applicant maintain your property in an acceptable condition? _____ yes
_____ no

If the answer is "NO", please

explain: _____

12. Did the applicant ever damage the unit or common areas? _____ yes _____ no

If yes, did rental reference withhold any portion of the security
deposit? _____ yes _____ no

What was the nature of the
damage? _____

13. Did the applicant terminate the lease with proper notice _____ yes _____ no

14. Did the applicant leave the property in an acceptable condition upon vacating?

_____ yes _____ no

If the answer is "NO", please

explain: _____

15. Would you rent to the applicant again? _____ yes _____ no

Other Comments: _____

Landlord Signature

Date

Phone #