

[Your Title/Role]
[Property Management Company Name]
[Office Address]
[City, State, ZIP Code]
[Contact Number]
[Email Address]

[Date]

RENT VERIFICATION LETTER

To Whom It May Concern,

This letter serves as a formal verification of the rental history for [Tenant's Name or Legal Name], residing at [Rental Property Address]. The tenant has been renting the rental unit under a rental agreement beginning on [Lease Start Date] with a lease term of [Duration of Lease], and their current monthly rent amount is \$[Rent Amount].

During their tenancy, [Tenant's Name] has demonstrated [choosing one, e.g., 'strong financial responsibility with consistent on-time payments' or 'several late payments'] for rent payments. Their payment history is as follows.

- Total Rent Paid on Time: _____
- Late Payments (if applicable): _____

Additionally, there have been [mention occurrence or absence of 'property damage'] in the property during the tenant's lease. [Tenant's Name] has been responsible for adhering to the terms outlined in the original lease agreement and is legally obligated to follow the rules set out therein.

This verification letter is commonly requested by real estate agents, financial institutions, or potential landlords conducting tenant screening for a prospective tenant or new landlord inquiries. The provided information, including tenant details and applicant's rental history, is based on records kept at [Property Management Company Name] in a rental verification form.

I attest that this information is accurate and complete to the best of my knowledge. If further contact details are required for clarification, please reach out to me directly at [Your Phone Number] or [Your Email Address].

Tenant's Consent

Attached to this letter, you will find the signed tenant release form that grants written consent for us to share the above financial details, rental payment history, and related information.

Yours sincerely,
[Your Signature]
[Your Printed Name]
[Your Title/Role]

Instructions for Use

- Replace all placeholders (e.g., [Your Name], [Rental Property Address]) with specific personal and tenant details.
- Ensure the tenant signed a valid consent form before releasing their information to external parties.
- This own document is recommended for use by landlords, property managers, or legal professionals in a timely manner.

Thank you for choosing this residency letter template—with just a few clicks, it can be tailored to meet the commonly requested needs of property management and verification form requirements.