# **Rental Verification Form and Tenant Information (Template)**

Fill out each section accurately. Both the tenant and landlord/property manager must complete their respective sections and sign at the end.

**TENANT INFORMATION AND RENTAL VERIFICATION FORM**(To be completed by Landlord/Property Manager and Tenant)

### **Section 1: Tenant Details**

* **Tenant Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Previous Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Driver's License/Passport/ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Current Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Home Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Cell Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Confirm Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Are there other tenants sharing the property?**[ ] No - I am the sole tenant  
  [ ] Yes - Additional tenants are present
* **Address of Rental Property:**
* **Move-In Date (MM/DD/YYYY):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Section 2: Lease and Rental History**

* **Lease Start Date (MM/DD/YYYY):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Lease End Date (MM/DD/YYYY):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Monthly Rent Amount ($):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Deposit Amount ($):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment History**

* Does the tenant consistently pay rent on time?  
  [ ] Yes  
  [ ] No (If no, provide details): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are there any unpaid charges?  
  [ ] Yes (Outstanding amount $\_\_\_\_\_\_\_\_\_\_)  
  [ ] No

**Tenant Residency Status**

* Is the tenant currently living in the property?  
  [ ] Yes  
  [ ] No

**Status of Lease**[ ] Active  
[ ] Expired  
[ ] Terminated

### **Section 3: Verification by Landlord/Property Manager**

* **Name of Landlord/Property Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Property/Company Name (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address (optional):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Future Rental Consideration**

* Would you rent to this tenant again?  
  [ ] Yes  
  [ ] No (If no, provide reasoning): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Notes (Optional)**

### **Section 4: Acknowledgment and Declaration**

**By the Tenant(s)**I/We certify that all the information provided in this document is truthful and complete. I/We accept the responsibility for the rental and associated utility obligations of the property mentioned. I/We acknowledge and agree to abide by both the lease and utility terms as specified.

**Tenant's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By the Landlord/Property Manager:**I, as the landlord/property manager, confirm that the information provided in this form is accurate to my knowledge. I also verify the tenant’s rental history and status based on the provided details.

**Landlord/Property Manager's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Notes:**

* Each party should keep a copy of this form for their records.
* Attach any needed supporting documents such as identification, lease agreements, or payment receipts.

supporting documentation if needed (e.g., ID, lease agreements, payment history).

Disclaimer - This is for informational purposes only. This should not be used as a substitute for official legal advice. Please consult with a legal professional to verify you are meeting your local legal standards.