



## VERIFICATION OF LANDLORD



Date: \_\_\_\_\_

Faxed to: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: LaShawn Hall, Leasing Agent  
Knox Housing Partnership  
109 N. Winona Street  
Knoxville, TN 37917  
865-637-1679 Phone  
865-637-9713 Fax Return #

REGARDING:

NAME \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Apt. \_\_\_\_\_

This person resides in, or has applied for housing with Knox Housing Partnership. We are a NeighborWorks® Chartered Member and follow all U.S. Department of Housing and Urban Development (HUD), Tennessee Housing Development Agency (THDA) and Equal Housing Opportunities laws regarding confidentiality. These programs require the housing owner to verify all information that is used in determining this person's eligibility or level of benefits. We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. **Your prompt return of this information is vital to ensure timely processing of the review for housing.** The applicant/tenant has consented to this release of information as show below, to be mailed to the address above in the self-addressed envelope, or to be faxed to the number listed above. Thank you.

**Resident/Applicant: You do not have to sign this form if the name of the requesting organization is left blank.**

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

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT'S 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 42 USC 208(f) (g) and (h). Violations of these provisions are cited as violations of 42 USC 408 (f) (g) and (h).

1. Are you a relative or friend of the applicant? \_\_\_\_ yes \_\_\_\_ no

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

2. Are you this applicant's: \_\_\_\_ current landlord \_\_\_\_ previous landlord

3. Dates of applicant's residency: Move in \_\_\_\_\_ Move out \_\_\_\_\_

4. Amount of monthly rent: \_\_\_\_\_

5. Does (did) applicant pay rent on time? \_\_\_\_ yes \_\_\_\_ no

6. Has (had) applicant ever paid rent late? \_\_\_\_ yes \_\_\_\_ no  
How late? \_\_\_\_\_ How often? \_\_\_\_\_
7. Have (had) you ever begun/completed  
eviction proceedings for non-payment? \_\_\_\_ yes \_\_\_\_ no
8. Do you provide any of the utilities for the unit? \_\_\_\_ yes \_\_\_\_ no
9. Have tenant-paid utilities ever been disconnected? \_\_\_\_ yes \_\_\_\_ no
10. Is (was) the applicant listed on the lease for the units? \_\_\_\_ yes \_\_\_\_ no
11. Does (did) the applicant permit persons other than those on the lease to live in the unit on a  
regular basis? \_\_\_\_ yes \_\_\_\_ no
12. Has (had) the applicant, family member or guests damaged or vandalized the common  
areas? \_\_\_\_ yes \_\_\_\_ no
13. Does (did) the applicant, family members or guest create any physical hazards  
to the facility or other residents? \_\_\_\_ yes \_\_\_\_ no
14. Does (did) the applicant follow the facility's safety policies and security procedures?  
\_\_\_\_ yes \_\_\_\_ no
15. Does (did) the applicant, family member or guest interfere with the rights and  
quiet of other residents? \_\_\_\_ yes \_\_\_\_ no  
Describe: \_\_\_\_\_
16. Have (had) the applicant, family members, or guests engaged in any criminal  
activity, including drug-related criminal activity, in the unit or building?  
\_\_\_\_ yes \_\_\_\_ no
17. Has (had) the applicant given you any false information? \_\_\_\_ yes \_\_\_\_ no  
Describe: \_\_\_\_\_
18. Has (had) the applicant, family members, or guest acted in a physically violent  
and/or verbally abusive manner toward neighbors, landlord, or landlord's  
staff? \_\_\_\_ yes \_\_\_\_ no
19. Has (had) the applicant, family members, or guest interfered with the efficient  
management of the property? \_\_\_\_ yes \_\_\_\_ no
20. Does (did) the applicant keep the unit clean, safe, and sanitary? \_\_\_\_ yes \_\_\_\_ no
21. Has (had) the applicant damaged the unit? \_\_\_\_ yes \_\_\_\_ no
22. Describe damage, cost of repairs, frequency, and cost recovered from applicant:  
\_\_\_\_\_
23. Will (did) you keep the security deposit? \_\_\_\_ yes \_\_\_\_ no
24. Does (did) the applicant have problems with insect/rodent infestation? \_\_\_\_ yes \_\_\_\_ no
25. Does (did) the applicant's housekeeping contribute to the infestation? \_\_\_\_ yes \_\_\_\_ no
26. Does (did) the applicant promptly report any needed repairs or maintenance to  
appropriate facility staff? \_\_\_\_ yes \_\_\_\_ no
27. Did the applicant give proper notice for termination of residency? \_\_\_\_ yes \_\_\_\_ no
28. Would you re-admit this applicant? \_\_\_\_ yes \_\_\_\_ no  
If not, why? \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

Address, city & zip \_\_\_\_\_