



Return to:  
**FCA, Attention Admissions**  
**105 Juliette Fowler St., Dallas, TX 75214**  
**Phone: (214) 821-4061 / Fax: (214) 818-0345**

### LANDLORD VERIFICATION

The person named below has applied for an apartment at our community and has stated that you are his/her present or previous landlord. Please complete the information requested below, sign and date the form and return by either Fax or Mail. By signing below, the applicant is authorizing release of this information. Your assistance is greatly appreciated. This information is requested by:

\_\_\_\_\_  
 Kelly Westenburg, Admissions Coordinator

\_\_\_\_\_  
 Date

**Applicant to Complete - AUTHORIZATION TO RELEASE INFORMATION OF RESIDENCY**

Landlord Name: \_\_\_\_\_ Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

RELEASE: I hereby authorize the landlord name above to release the information requested below: I will not hold the landlord or its agents responsible or liable for any information released. I understand that the information includes, but is not limited to rental payment history, reason for moving, housekeeping habits, damages to property, date of move-out and/or disturbances.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LANDLORD TO COMPLETE:**

1. When did Applicant rent from you? From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_
2. How much was the Applicant's monthly rent? \$ \_\_\_\_\_
3. Is any portion of the rent paid by HUD subsidy?  
 Yes  No
4. Did Applicant's payment history include any late payments?  
 Yes  No
5. Did Applicant have a history of disturbance to neighbors or domestic disputes?  
 Yes  No If yes: How Often? \_\_\_\_\_
6. Did Applicant display housekeeping habits that would adversely affect the health or safety of other residents?  
 Yes  No If Yes: Describe: \_\_\_\_\_
7. Did Applicant have any Bed Bug Infestations?  Yes  No
8. Did Applicant damage their unit or common areas?  
 Yes  No If yes: Describe: \_\_\_\_\_
9. Did Applicant give you a proper notice to vacate?  
 Yes  No Reason for moving? \_\_\_\_\_
10. Did Applicant leave owing you money for rent or damages?  Yes  No  
 If yes: Amount of rent? \$ \_\_\_\_\_  
 Amount of damages? \$ \_\_\_\_\_
11. Was Applicant evicted?  
 Yes  No If yes: Reason: \_\_\_\_\_
12. Was the Applicant evicted for drug-related criminal activity?  
 Yes  No  
 If Yes, is this a federally assisted (subsidized) housing?  
 Yes  No
13. Did Applicant engage in illegal use of a drug or display a pattern of illegal use that interfered with the health, safety, or right to peaceful enjoyment by other residents?  
 Yes  No
14. Did Applicant abuse alcohol or have a pattern of abuse that interfered with the health, safety, or right to peaceful enjoyment by other residents?  Yes  No
15. Would you rent to Applicant again?  Yes  No  
 Why/Why Not? \_\_\_\_\_

Please print Name & Title of Person Supplying Information

Phone Number: \_\_\_\_\_

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

Signature

PENALTIES: 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 use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purpose cited above. Any person who knowingly or willfully 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 \$5000. 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 U.S.C. 208a (6), (7), and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408a (6), (7), and (8).

