

**SAMPLE
VERIFICATION OF LANDLORD**

To: _____ From: _____

Phone: _____ E-mail: _____

RE: _____ Unit # _____ S S # _____

HOUSEHOLD MEMBER RELEASE

TO THE HOUSEHOLD MEMBER: YOU DO NOT HAVE TO SIGN THIS FORM IF THE NAME OR ADDRESS OF EITHER THE PROJECT OR PROVIDER IS LEFT BLANK.

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which 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.

Signature: _____ Date: _____

The household member named above has applied for, or is recertifying eligibility for housing financed or assisted by the Federal or State Government. The housing owner is required to verify all information that is used in determining the person's eligibility or level of benefits.

Your prompt return of this form to the project listed above will help to ensure timely processing of the assistance application.

Address of apartment/house rented/lived in: _____

Dates that applicant rented from you or lived with you: From: _____ To: _____
 Month/Year Month/Year

Is the applicant a relative? _____ YES _____ NO

Is/Was resident receiving subsidized housing assistance? _____ YES _____ NO

If Yes, what type? _____

*** If the resident is receiving property-based Section 8 assistance at your property, what is the last day subsidy will be collected? _____

1. Rent Payment

- a. Does applicant pay rent? _____ YES _____ NO
- b. If YES, is/was applicant current on rent? _____ YES _____ NO
- c. Has applicant been late paying rent in the last 12 months? _____ YES _____ NO
- d. How many times were they late? _____
- e. Has applicant incurred legal fees for late rental payments? _____ YES _____ NO

2. Caring for the unit

- a. Does/Did the applicant keep the unit clean? _____ YES _____ NO
- b. Has the applicant damaged the unit? _____ YES _____ NO
- . Describe _____
- c. If YES, did applicant pay for the damages? _____ YES _____ NO
- d. Will/Did you keep any of the security deposit? _____ YES _____ NO

3. General

- a. Does/Did applicant permit persons other than those on the lease to live in the unit? _____ YES _____ NO
- b. Has the applicant or applicant's family damaged or vandalized any common areas? _____ YES _____ NO
- c. Does/Did the applicant create any physical or social hazards to the unit or other residents? _____ YES _____ NO
- d. Does/Did the applicant interfere with the rights and quiet enjoyment of the other residents? _____ YES _____ NO
- e. Has the applicant ever given any false information? _____ YES _____ NO

Describe _____

- f. Would you rent to this applicant or allow applicant to live with you again? _____ YES _____ NO

If Not, why? _____

I certify that the above information is true and correct.

Printed Name

Signature

FIRM/ORGANIZATION

Telephone

Email Address

Date

PENALTIES FOR MISUSING THIS VERIFICATION

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 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 \$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 ** 208 (a) (6), (7) and (8).** Violation of these provisions are cited as violations of 42 U.S.C. Section ** 408 (a) (6), (7) and (8).**

