

RENTAL REFERENCE QUESTIONNAIRE

INSTRUCTIONS TO STAFF: Use this questionnaire whenever you interview applicants' rental references. Be sure to ask all of the following questions—and *only* these questions—when checking the rental reference of each applicant. You may, however, ask for more detail regarding answers to any of these questions. Write down the rental reference's answers to each question as completely as possible. Do not send this form to the rental reference. Use a separate form for each rental reference.

APPLICANT'S NAME: _____

CURRENT/PRIOR RENTAL REFERENCE'S NAME: _____

RENTAL REFERENCE'S ADDRESS _____

RENTAL REFERENCE'S TEL. # _____

1. Is the rental reference related to the applicant? Yes No

If yes, how? _____

2. Did the applicant terminate the lease with proper notice? Yes No

3. What was the monthly rent? \$ _____

Was the rent ever paid late? Yes No

If yes, how late? _____

How often? _____

Does the applicant still owe money to the rental reference? Yes No

4. Did the applicant ever damage the unit or common areas? Yes No

If yes, did the rental reference withhold any portion of the security deposit? Yes No

What was the nature of the damage? _____

5. Did the applicant ever violate the lease or community rules? Yes No

If yes, how? _____

Are there any written records of violations on file? Yes No

Did the rental reference ever try to evict the applicant? Yes No

If yes, why? _____

6. Did the applicant have a cosigner, guarantor, or roommate? Yes No

If yes, were any negative responses the rental reference gave to the above questions the result of the conduct of the cosigner, guarantor, or roommate?

7. Would the rental reference rent to this applicant again? Yes No

Why or Why not? _____
