



REQUEST TO RELEASE TENANT INFORMATION TO PROSPECTIVE LANDLORD

Federal regulations require the Housing Authority (when requested by a prospective landlord) to release specific tenant information (to prospective landlords) to assist in the tenant screening process. Requests for tenant information for purposes other than initial screening cannot be honored.

The landlord needs to complete this request to obtain the information. The request must be submitted to the Housing Authority. Once this request is received, the Housing Authority will review the request to determine that it is for screening purposes. If you are requesting information for a tenant you now house, the request will be denied. Once the determination has been made, the information will be mailed to the landlord.

The Housing Authority will release the following tenant information:

- Current tenant address
- Name and address of tenant's current and prior landlord(s) if known.

Prospective Landlord Name (Printed)

Landlord Mailing Address (Street)

X _____
Prospective Landlord's Signature

City, State, Zip Code

I, the above-listed landlord, am requesting the Housing Authority provide tenant information on:

Prospective Tenant Name (Printed)

Tenant Social Security Number

For the purpose of renting the following address:

Street

City

HOUSING AUTHORITY USE ONLY

Request reviewed by: _____

FOR: Tenant Name: _____

Reference Number: _____

INFORMATION TO BE SUPPLIED:

Current Tenant Address: _____

Current Landlord: _____

Current Landlord Address: _____

Previous Landlord: _____

Previous Landlord Address: _____

HOUSING AUTHORITY COMMENTS:

No match found for listed tenant name: _____

Other: _____

Information Approved by: _____

Date Requested Information Mailed : _____