



## 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 : \_\_\_\_\_