

LANDLORD REFERENCE

Office Use Only
Name _____
Date _____ Time _____

Please provide information to help the Selection Committee understand how we can best address the Applicant's request for residency at The Pines, A Retirement Community For Independent Living.

1. **YES NO** Has the Applicant been in violation of the lease?
If YES, please circle all that apply:
 - a. Unhealthy/unsafe condition of the apartment
 - b. Illegal drug production/sale
 - c. Arrest for domestic abuse/use of deadly weapons
 - d. Exceeding unit occupancy rate
 - e. Breaking house rules with respect to pets, parking, noise, etc.
 - f. Acting in a physically violent or verbally abusive manner toward neighbors or landlord (staff)
 - g. **OTHER** _____

2. **YES NO** Were complaints from neighbors or other tenants made against this person?
Explain please: _____

3. The Applicant was/is timely and correct making rent payments: **ALWAYS SOMETIMES SELDOM**

4. **YES NO** Would you allow this person to move back in the future?
5. If **NO**, what additional information would you suggest we seek? _____

PLEASE FEEL FREE TO ADD ANY OTHER INFORMATION YOU FEEL WOULD BE HELPFUL



<u>LANDLORD</u>	
Signature	_____
Print name	_____
Address:	_____ _____
Phone	(____) _____

LANDLORD REFERENCE

APPLICANT INSTRUCTIONS: Please sign and give or mail this

DATE: _____

Dear _____,
Landlord Name

I am applying for an apartment at *The Pines Retirement Community (for independent and active seniors)* in Ocean Park, Maine. I listed your name as a LANDLORD REFERENCE. Therefore, I request and authorize you to disclose and release the information requested on the reverse side of this letter. Because my application will not be considered complete until this report is part of my file, I ask that you send it at your earliest convenience to:

Carole Noel,
HUD Coordinator
PO Box 7354

Ocean Park ME 04063



Thank you for your consideration to this request.

Cordially yours,

Signature of Applicant

APPLICANT

Address _____

_____ Phone: _____