Professional Reference

«today»

Property: **«community»**

Re: «full_name»
«address_line1»
«address_line2»
«city» «state» «zip»

«reference_name»
«reference_address_line1»
«reference_address_line2»
«reference_address_line3»
«reference_city» «reference_state» «reference_zip»

SS: «ssn»

This person has applied for an apartment in one of our communities. We ask your cooperation in providing the following information and returning it to us. Your prompt return of this information will help to assure timely processing of the application for assistance. Enclosed is a self-addressed, stamped envelope for this purpose. The applicant has consented to this release of information as shown below.

«mgmt_company»

1.	**How long have you known the applicant?** _____		
2.	**Would you consider the applicant a responsible person?**	☐ **Yes**	☐ **No**
	Explain: _____		
3.	**Would the applicant be a benefit to our community?**	☐ **Yes**	☐ **No**
	Explain: _____		
4.	**Would the applicant get along with other neighbors?**	☐ **Yes**	☐ **No**
	Explain: _____		
5.	**If you had property to rent, would you rent to this applicant?**	☐ **Yes**	☐ **No**

_____ _____ _____
Signature & Title of Person Supplying Info | Phone # | Date

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. You do not have to sign this form if it is not clear who the requesting organization is or what organization is supplying the information.

_____ _____ **Please Return By:** «today_plus_10»
«full_name» Date

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 use 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 willingly 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. 408 (a) (6), (7) and (8).**