FROM (LANDLORD OR PROPERTY MANAGER) **DATE**

Name _____ _____

Address _____

Phone / email _____

Landlord Reference Letter

RENTAL REFERENCE FOR A CURRENT OR FORMER TENANT

To: _____

Re: Rental reference for: _____

To whom it may concern,

I am writing at the request of the tenant(s) named above, who rented from me at:

Property address: _____

Tenancy from: _____ **to:** _____

☐ Still renting today

Monthly rent ($): _____

RENTAL RECORD (BASED ON MY RECORDS)

Rent payments: ☐ Always on time ☐ Mostly on time ☐ Often late

Number of late payments in the last 12 months: _____

Balance owed today: ☐ None ☐ Yes

Amount owed ($): _____

Lease terms followed: ☐ Yes ☐ No

Notice to move out: ☐ Proper notice given ☐ Not given ☐ Not moving yet

Condition of the unit: ☐ Good ☐ Normal wear and tear ☐ Damage beyond wear

Would I rent to them again: ☐ Yes ☐ No

Additional comments (facts only): _____

Please contact me with any questions. The information above is accurate to the best of my knowledge and records.

Landlord signature: _____ **Date:** _____

Printed name: _____

☐ The tenant asked me to give this reference and agreed that I may share this information.

Instructions for the landlord

Keep this page. Do not send it to the tenant.

HOW TO WRITE A FAIR REFERENCE

- State only facts you can prove from your rent ledger and lease file.
- Do not mention race, color, religion, sex, national origin, familial status, disability or other protected traits.
- Share it only after the tenant asks you to, and tick the consent box at the bottom.

FREE GUIDE

Guide and examples: simplerentledger.com/landlord-reference-letter/