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

Name _____ _____

Address _____

Phone / email _____

Proof of Residency Letter

LETTER FROM THE LANDLORD CONFIRMING WHERE A TENANT LIVES

Company (if any): _____

To: _____

(For example: To whom it may concern, the school district, the DMV or the bank.)

Re: Proof of residency for: _____

I am the: ☐ Owner ☐ Property manager ☐ Authorized agent for the owner

Rental address: _____

This letter confirms that the person(s) named above rent and live at this address.

Living at this address since: _____

☐ They currently live here, under a lease that ends on the date below, or is month to month.

☐ They lived here until the date below.

Lease end date, month to month, or date they moved out: _____

Other details the recipient asked for (only with the tenant's permission): _____

The information in this letter is true and correct to the best of my knowledge. Please contact me at the phone number or email above if you need to confirm it.

Landlord signature: _____ **Date:** _____

Printed name: _____

NOTARY (ONLY IF THE RECIPIENT REQUIRES IT)

Use the acknowledgment wording required in your state. Leave this space blank if it is not needed.

Instructions for the landlord

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

BEFORE YOU SEND IT

- Share only what the recipient needs, and get the tenant's OK before sharing rent amounts or payment history.
- Each agency decides which documents it accepts. Some also ask for a lease or a utility bill.
- Sign it, and have it notarized only if the recipient asks for that.

FREE GUIDE

simplerentledger.com/proof-of-residency-letter/