

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

**Letter to Landlord/Management Agent – Request for Residence Verification**  
(Prepare in Duplicate)

**Section A: Request for Household/Residence Verification**

We are presently reviewing the Cash Assistance application/case of: \_\_\_\_\_  
(Applicant/Participant Name)

who resides at \_\_\_\_\_  
(Address) (Apartment Number)

We would appreciate your providing the information requested below as soon as possible.  
Thank you for your cooperation.

\_\_\_\_\_  
(Worker's Name)

\_\_\_\_\_  
(Telephone Number)

**Section B: Reply by Landlord**

Name on lease: \_\_\_\_\_

Date lease signed: \_\_\_\_\_

Amount of rent charged per month: \$ \_\_\_\_\_ Last date rent paid: \_\_\_\_\_

Number of persons in household: \_\_\_\_\_

Tenant's financial references: \_\_\_\_\_  
\_\_\_\_\_

Names of persons in household: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does \_\_\_\_\_ reside at the above address?  Yes  No

Building Superintendent/Managing Agent: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Date

**For Office Use Only**

Telephone contact made with \_\_\_\_\_  
on \_\_\_\_\_ at telephone number \_\_\_\_\_