

City of Greenville Application
City of Greenville Planning & Development Services Department
Affordable Housing Program
Request for Occupancy and Verification of Rental History

To be completed by Applicant(s) Only

TO: _____

AUTHORIZATION: Program guidelines require us to verify the rental history of applicants for the Affordable Housing Program we operate. We ask your cooperation in supplying this information. This information will be used as part of the applicant's credit worthiness. The prompt return of this information is greatly appreciated.

Name & Address of Tenant: _____

I hereby authorize the release of the following information: _____
Tenant 1 _____ Date _____
_____ Tenant 2 _____ Date _____

To be completed by Landlord or Authorized Agent only.

Tenant rented from: _____ to _____

Amount of Current Rent: \$ _____

Rent is arrears? Yes No If yes, Amount in Arrears \$ _____

Number of late payments in the last 12 months. _____

Number of NSF Checks in the last 12 months. _____

Is account satisfactory? Yes No

Would you rent to this tenant again? Yes No

Any additional information, which may be helpful in determination of credit worthiness: _____

Signature of Landlord or Authorized Agent Title Date

Type or Print Name As Signed Above Mailing Address

Phone Number City, State & Zip Code

**Please fax to 252-329-4631 or return by mail to:

City of Greenville Planning & Development Services
Attn: Phoenix G Hinson
PO Box 7207
Greenville, NC 27835-7207

Verbal Verification yes no

Phoenix G Hinson, Planner II Date

By email: phinson@greenvillenc.gov