**Tenant Release Form**

To:

(Landlord’s name)

(Landlord’s address)

(Landlord’s phone number)

(Landlord’s email address)

From:

(Tenant’s name)

(Tenant’s address, your rental property)

(Tenant’s phone number)

(Tenant’s email address)

Re: Proof of Residence letter

I hereby authorize the release of my residence information from (landlord’s name) to (recipient’s name). (Landlord) is allowed to verify the following:

* Address of rental property
* The lease term
* Persons on the lease
* Persons who live on the property
* Rent amount

*\*Note that the above is a generalized list to use if you don’t know the specific questions to answer. If you do know the specific questions the recipient wants you to answer, the list can change to reflect that.*

Sincerely,

Tenant Signature                                                                                                             Date:

You would then send this form to your tenant. You can pre-fill in the parts in parentheses. Your tenant would then just need to sign the form, date it, and send it back to you. You should keep a copy for yourself and attach a copy of the release form with your proof of residence letter that you will send to the third party.

Sincerely,

Tenant Signature                                                                                                             Date: