

UNABLE TO OBTAIN THIRD-PARTY VERIFICATION

Property Name: _____

Applicant/Tenant: _____

Unit #: _____

Please Follow These Procedures:

1. The following item could not be verified by the 3rd party:

2. The date you originally request this verification:

- *The original request must be outstanding for at least 2 weeks*
- *Attach copy of original date-stamped request, to include email requests.*
- *Be sure original date-stamped request includes all contact info (phone, fax, email, mailing address, website, etc.).*

3. Please explain why third-party verification was unobtainable.

4. Please address what follow-up efforts were made to reach third-party to obtain verification.

5. In lieu of 3rd party I am providing the following documents:

Signature of Manager

Date

