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. On what date did you originally request this verification:
   
   ________________________________________________________________
   
   • The original request must be outstanding for at least 2 weeks
   • Attach copy of original date-stamped request

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 ______________