

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

