

**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 3<sup>rd</sup> 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 3<sup>rd</sup> party I am providing the following documents:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

