

*Customer Name: _____ *Date: _____

*Current Address: _____

Associate
Initials

Duplicate Report w/SSN Check (Customer Tracker) - Remarks: _____

Associate
Initials

RESIDENCE / LANDLORD VERIFICATION

Name of Person _____

Date of Move In _____

Type of Lease or Month to Month _____

Customer Name Actually on Lease? ☐ YES ☐ NO

Was a Credit Check Performed? ☐ YES ☐ NO

Is Tennant Current on Rent? ☐ YES ☐ NO

Have They Been Given Notice to Vacate? ☐ YES ☐ NO

Would You Consider Them Responsible and Reliable? ☐ YES ☐ NO

**If Mortgaged - Tax Assessor for Home Buyer Verified?* ☐ YES ☐ NO

NOTES:

Associate
Initials

EMPLOYMENT VERIFICATION

Name of Person _____

Date of Hire _____

Customers Position or Title _____

Permanent or Temporary? **(Circle One)** Full or Part Time? **(Circle One)**

Department or Shift? _____

Would You Consider Them Responsible and Reliable? ☐ YES ☐ NO

NOTES:

Associate
Initials

REFERENCES / ADDRESSES

REF # 1

REF # 2

REF # 3

REF # 4

REF # 5

Name of Reference

What is Customer's Relationship to You?

How Long Have You Known Customer?

Can You Verify Phone Number? ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N

Can You Verify Address? ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N

Do You Know Their Source of Income? ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N

How Often Do You See Customer?

Is customer Responsible and Reliable? ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N

Can We Leave a Message for Customer? ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N ☐ Y ☐ N

Please Rate the Reference (good, fair, poor) G - F - P G - F - P G - F - P G - F - P G - F - P

NOTES

REF # 1

REF # 2

REF # 3

REF # 4

REF # 5