Landlord and Employer Verification Scripts

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

Write the answers, the date and the name of the person you spoke with in the application record.

Previous landlord

Call the *previous* landlord, not only the current one. A current landlord who wants a tenant gone may give a glowing reference.

> Hi, my name is [Your name] with [Company]. I'm calling to verify rental history for [Applicant], who applied for one of our homes and listed you as a previous landlord. Do you have a few minutes for some quick questions?

1. Can you confirm the address they rented from you?
2. Were they on the lease, as the responsible party?
3. When did they move in, and when did they move out?
4. What was the monthly rent?
5. Did they pay on time and in full?
6. Did they give proper notice before moving out?
7. How was the condition of the home when they left? Was any of the deposit kept?
8. Were there any complaints: noise, neighbors, lease violations?
9. Did they have pets? Any problems with them?
10. Were they easy to communicate with?
11. Did you have to start an eviction, or serve any notices?
12. **Would you rent to them again?** Why or why not?

> Thank you, I really appreciate your time.

Red flags: the "landlord" can't answer basic questions about the property, the phone number belongs to a relative, or the dates don't match the application. Check property ownership in the county records if something feels off.

Employer

> Hi, my name is [Your name] with [Company]. I'm calling to verify employment for [Applicant], who applied for one of our rental homes. Could I speak with someone who can verify employment, like a supervisor or HR?

1. Is [Applicant] currently employed there?
2. What is their start date?
3. What is their position?
4. Full time or part time?
5. Hourly or salaried? What is the rate or salary? *(Many employers will only confirm dates and title. That's fine; use pay stubs and bank statements for income.)*

> Perfect, thank you very much for your help.

Check: the employer's phone number should come from a public source (the company website or a search), not only from the application.