



**Monterey Village Homes**

4707 E McDowell Rd Phoenix, AZ 85008  
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montereyvillageleasing@mehmgmt.com

**VERIFICATION OF RESIDENCY**

Community Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

To Whom It May Concern:

The following individual has applied for residency at Monterey Village Apartments. Your company name was listed as either a present or previous residency. In order to process the application, we request the following information be completed by a manager and faxed back. Your prompt attention and response is most appreciated.

Applicant Name: \_\_\_\_\_

Date of Residency:  
From (month & year): \_\_\_\_\_  
To (month & year): \_\_\_\_\_

Did Resident give 30/60 Day Notice? YES NO

If yes, for what move out date? \_\_\_\_\_

Any rent payments late? YES NO If yes, how many? \_\_\_\_\_

Any NSF checks? YES NO If yes, how many? \_\_\_\_\_

Any letters of non-compliance? YES NO

If yes, please explain? \_\_\_\_\_

Verified By (print name): \_\_\_\_\_ Title: \_\_\_\_\_

Verified By (signature): \_\_\_\_\_ Title: \_\_\_\_\_

I authorize the above company to release to \_\_\_\_\_ pertinent information regarding my residency.

This will need to be signed so that you may fax to the community/if a private owner document on this form VERBAL verification/Person taking the information should Int. also

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*PLEASE FAX OR EMAIL & SCAN BACK WITHIN 24HRS OF RECEIPT\*\*\***