

## Authorization to Release Confidential Information Instruction

**Purpose:** This form may be used to show resident has given you authorization to verify information and/or statements made in the rental application process. This form may be attached to various verification forms if the original verification form has been lost in the mail.

**Note:** This form is optional. However, owners should always have applicants/residents sign some kind of release prior to requesting any third-party verifications. Owners cannot refuse to complete this form if the applicant/resident requests to use it.

### ***Specific Instructions:***

1. Enter property name.
2. Enter unit number.
3. Management signs **before** the applicant/resident.
4. Management representative prints name and dates form.
5. After management completes bottom portion of form the applicant/resident signs, prints his or her name and writes the date.

