

**Kirkland Annex  
Reference Checklist**

To:

From: Nelson Franks, Administrator  
Kirkland Annex 503-774-8885 FAX: 503-774-9180  
7810 SE Foster Road, Portland, Oregon 97206

Date: \_\_\_\_\_

\_\_\_\_\_ has applied for residency at Kirkland Annex. We are inquiring into the applicant's prior tenancy record. Please complete the following to the best of your knowledge and return at your earliest convenience in the enclosed, pre-paid envelope. Thank you for your cooperation - ALL INFORMATION WILL REMAIN CONFIDENTIAL.

1. Length of Tenancy: From: \_\_\_\_\_ To: \_\_\_\_\_
2. Relationship to Applicant: \_\_\_\_\_
3. Was rent paid on time:  Yes  No
4. Rent amount: \$ \_\_\_\_\_ Any outstanding money owed: \$ \_\_\_\_\_
5. Is the Applicant currently receiving subsidy:  Yes  No
6. Were there any disturbance problems related to Applicant:  Yes  No  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
7. Were valid complaints lodged against them:  Yes  No  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
8. Did you have reason to believe the Applicant to be:  
A.  Currently an illegal abuser or addict of a controlled substance  
B.  Convicted of the illegal manufacture or distribution of a controlled substance;  
And / or  
C.  A direct threat to the health or safety of others.  
Explanation: \_\_\_\_\_
9. If Applicant vacated your premises, was adequate notice given:  Yes  No
10. Was the unit kept in a safe and sanitary condition by tenant:  Yes  No  
If no, please explain: \_\_\_\_\_
11. Was the unit damaged:  Yes  No  
If yes, please explain: \_\_\_\_\_
12. Would you rent to Applicant again:  Yes  No  
If No, please explain: \_\_\_\_\_
13. Comments: \_\_\_\_\_  
\_\_\_\_\_

Printed name of Landlord: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To complete my application with the Kirkland Annex, I authorize you to release the above information:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_