LANDLORD REFERENCE LETTER

Jordan Example
Property owner
Example Rental Properties
10 Example Street, Albany, NY
jordan@example.invalid

November 5, 2026

To the Prospective Landlord or Property Manager
Example Housing Review Office

Re: Landlord Reference for Alex Example

Dear Prospective Landlord:

I provide this tenancy reference concerning **Alex Example** and the premises at 20 Example Avenue, Apartment 2, Albany, NY.

My relationship to the candidate is landlord. I have known the candidate for one year. I rented the property described below to Alex and maintained its rental payment ledger.

I. Tenancy Details

- **Tenant:** Alex Example
- **Premises:** 20 Example Avenue, Apartment 2, Albany, NY
- **Monthly rent:** $1,200.00
- **Tenancy start date:** November 1, 2025
- **Tenancy end date:** October 31, 2026

II. Payment History

Alex Example paid rent in full and on time throughout the tenancy.

My ledger records twelve monthly rent payments of $1,200, received by the due dates.

III. Condition of the Premises and Tenant Conduct

Alex coordinated access for the scheduled maintenance visits that I attended.

Alex reported a leaking tap in March 2026 and arranged access for its repair.

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At the October 31, 2026 move-out inspection I observed clean rooms and no visible damage beyond ordinary wear.

The full security deposit was returned.

I returned the $1,200 deposit on November 3, 2026.

IV. Overall Reference

This reference is limited to my dealings and records for this tenancy. The recipient must make its own rental decision.

Scope of reference. This reference concerns the tenancy information stated above. The letter itself does not establish authority to disclose confidential information, certify fair-housing compliance or determine eligibility for a new tenancy.

Scope of reference. This letter describes the tenancy facts and observations stated above. It does not determine eligibility for a new tenancy.

I am happy to verify the above or provide further information at jordan@example.invalid.

Sincerely,

Jordan Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example
Property owner

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