

NOTICE OF CONDITIONAL OFFER OF HOUSING



Housing Provider Information
Name: _____
Address: _____
Phone: _____ Website: _____

Dear _____ [Applicant Name]:

You are hereby advised that the housing provider is making you a conditional offer to rent the following rental to you: _____ . However, this offer is contingent upon the following eligibility criteria:

Applicant's credit history
Additional details:

Rental history
Additional details:

Verification of income and/or employment
Additional details:

Other: [specify]

Pending criminal accusation or criminal conviction history of individuals over 18 years of age who will reside in the rental unit, that occurred within the past 7 years or less, and only for offenses listed in the Fair Criminal Record Screening for Housing Act of 2016.

Criminal background history will only be obtained and considered AFTER making the conditional offer in this letter to rent a rental unit to you.

After checking your criminal background, the housing provider will determine whether a withdrawal of this conditional offer is reasonable, and achieves a substantial, legitimate and nondiscriminatory interest.

Please sign, date, and return this form to our office immediately. We cannot continue the application process until you return this signed form.

Applicant's Name (Print)

Applicant's Signature

Date

Housing Provider Representative's Name (Print)

Housing Provider Representative's Signature

Housing Provider Representative's Title (Print)

Date