



REFERENCE CHECK, INCOME VERIFICATION, AND BACKGROUND CHECK

REFERENCE CHECK

Name _____ Today's date _____

Reference checks provide an opportunity to talk to people who know your potential housemate. Always call references yourself. Do not accept calls from references unless you have left contact information for them to return your call.

- Begin the conversation by introducing yourself and your purpose for calling: "Hello, my name is [name]. Your name was given to me by [name] as a reference. I am considering sharing a home with this person. Do you have a few minutes to answer some questions?"
- How do you know her? _____
- How long have you known her? Are you still in touch? _____

- If the reference lived with your subject, you may want to ask:
 - What did you appreciate most about living with her? _____

 - What, if anything, did you dislike about living with her? _____

- Would you recommend her for home sharing? _____
- Is there anything else you'd like to add that might help me decide if she would make a good roommate? _____

INCOME VERIFICATION

Name: _____ Contact Information: _____

Date Contacted _____ Income Verified? Yes ___ No ___

BACKGROUND CHECK

Please note that more extensive background checks may require additional information. You may wish to research alternative methods before you conduct your in-person interview.

Date of Birth: _____

Address: _____

Number of years at this address: _____

If less than 5 years, please list prior address _____

NOTES