

Rental Resume

NAME

[Street Address, City State ZIP Code] | [Email] | [Telephone]

LOOKING FOR

[Clearly state the number of bedrooms, bathrooms and rental amount you are looking for. State the number of people in your household and why you are interested in the unit.]

Example:

We are a family of three looking for a 2 bedroom, 1 bathroom rental for \$1,000-\$1150 a month with at least a 12 month lease in the Beacon Hill area. We have received a Housing Choice Voucher and would like to find a new home by January 8, 2017.

ABOUT ME

[Briefly list all members of the household and their basic personal information]

Example:

Your Name: Born and raised in XXX, has lived in Seattle for the past # years. Previously worked as a XXX at XXX. Currently works part-time as a XXX while earning \$\$ a month. She spends most of her time at home with her family on the evenings and weekends.

House Mate's Name: Born and raised in XXX, has lived in the Bell Town neighborhood for XX years. Has received a fixed Social Security income since 1995 in the amount of \$\$\$\$. Enjoys cooking and volunteering at local food bank and church.

Child's Name: Born and raised in XXX, a typical # year old, currently attends school at XXX. He spends his free time playing sports, playing Legos and coloring.

Pets: We do not have any pets

EMPLOYMENT/ INCOME

[JOB TITLE] [COMPANY NAME]
[DATES FROM - TO]

[JOB TITLE] [COMPANY NAME]
[DATES FROM - TO]

RENTAL HISTORY | [Location][Dates]
Rent Amount

[Location] [Dates]
Rent Amount

REFERENCES | [REFERENCE NAME], [TITLE]
[COMPANY]
[Contact Information]

| [REFERENCE NAME], [TITLE]
[COMPANY]
[Contact Information]

Rental Reference Tips

A rental reference can be written by anyone who you have stayed with. They do not need to identify themselves as a friend or family member. Anyone can attest to the fact that you took care of the place you were staying, that you did not damage the place that you were staying, or that you did not leave owing money.

Example

Sally Joe, Windermere Property Manager
Current Residence: 1475 S Queen Anne Way Unit 2, Seattle WA 98452
Dates of Residence: December 2000 - November 2014
Landlord Phone Number: 206-777-1234

Billy Schmoe, Landlord
Previous Residence: 111 Second Ave Unit 2, Seattle WA 98441
Dates of Residence: December 2014 - November 2019
Landlord Phone Number: 206-888-1234