



DATE: \_\_\_\_\_

Dear Property Owner:

RE: \_\_\_\_\_

Subject(s): \_\_\_\_\_

The Leasing Services Department has learned that you have decided to enter into a lease with the subject applicant(s). It was requested that no processing of the above mentioned subject(s) be performed by Long & Foster Real Estate, Inc.. Therefore, no information has been received concerning any references or credit histories on this applicant.

Please sign below in acknowledgement that this concurs with your instructions.

Thank you for your patronage.

Sincerely,

Leasing Services

ACKNOWLEDGED AND RECEIVED BY:

_____	OWNER	_____	DATE
_____	OWNER	_____	DATE
_____	AGENT	_____	DATE