

# Renter Resume Cover Letter

[Address]  
[City, State Zip]  
[Date]

Landlord Name  
Address  
City, State Zip

Dear Mr./Ms. Landlord:

My name is \_\_\_\_\_ and I am very interested in renting the apartment you have available at \_\_\_\_\_.

I currently live at \_\_\_\_\_ and have lived there for \_\_\_\_\_ years. I am looking for a new place to live because \_\_\_\_\_. I really like your apartment because \_\_\_\_\_.

While my current monthly income is \$\_\_\_\_\_, I have been approved for rental assistance through the \_\_\_\_\_ program. This program is funded by \_\_\_\_\_ and administered by \_\_\_\_\_. A brief fact sheet about the program is attached to this letter. Basically, I will pay 30% of my monthly adjusted income toward rent, which makes housing affordable to me so I can always pay my rent on time and in full. \_\_\_\_\_ pays the remainder of my rent each month. The total rent, including utilities, must be within the program's approved rent limits.

I would like to tell you a little about me and why I would make a great resident at \_\_\_\_\_. *[Talk about your interests/hobbies, your schedule, how you get along with neighbors, how you take care of the place you live/pick up trash/keep noise to a minimum, get involved in your community, pay your bills on time, etc. You can also explain the support and assistance you receive that will help you be a great resident, if you choose.]*

I have included a brief resume of my experience in housing and several references from individuals who can speak to my ability to be a good renter and a good neighbor.

If you have any questions, please feel free to contact me at (XXX) XXX-XXXX or \_\_\_\_\_, my housing locator, at (XXX) XXX-XXXX. Thank you for considering my application.

Sincerely,

## Renter Resumé

Name  
Current Address  
Phone Number  
Email

**Objective:** I want to live in a safe, decent, affordable one bedroom apartment that is close to public transportation and XXXX, and is a place where I can enjoy YYYY.

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### Housing Education

List any workshops, trainings, classes or internships you have taken that have helped prepare you to live independently (e.g., financial literacy or budgeting, independent living skills, personal safety, housekeeping, cooking, "Ready to Rent," home maintenance, etc. You could also list training experiences such as Woodrow Wilson Rehabilitation Center life skills or PERT program, Medicaid Waiver in-home support training, or GMU's LIFE program)

### Housing Experience

List places you have lived and paid a monthly rent or a residential fee, starting with most recent first. Include the name of the landlord or program, address, phone number and/or email contact, length of stay (in months), and monthly rent/fee amount. Identify reason for leaving. List total number of months that rent/fee is paid on time and in full. Explain any issues with late rent/fee payment, lease/program violations, etc.

### Housing References

The following individuals will vouch for my ability to pay my rent on time, keep my apartment in order, and be a good neighbor:

Name #1, phone, email

Name #2, phone, email

Name #3, phone, email

## Sample Renter Reference Letter

[Date]

To Whom It May Concern,

It is my privilege to provide a letter of reference for \_\_\_\_\_. I have known \_\_\_\_\_ for approximately \_\_\_\_\_ months, during which time I have had the opportunity to observe that this individual takes pride in and responsibility for the place where he lives and immediately reports to management any repairs that are needed at the property. \_\_\_\_\_ follows the rules of the property and has always paid his residential fees on time and in full. \_\_\_\_\_ is quiet and especially considerate of other's needs to privacy and peaceful enjoyment of their residence.

During the time I have known \_\_\_\_\_, he has kept a neat, clean living space. I have come to know \_\_\_\_\_ as an intelligent, caring, and kind individual with a wonderful sense of humor. \_\_\_\_\_ is well liked by fellow residents, cooperates with others to assure fair and appropriate use of community spaces, has proven himself to be honest, and is very detail oriented. \_\_\_\_\_ is an asset to his community.

Sincerely,