

[Name]

[Current address]

[Phone number]

[Email address]

[Date]

**[Objective: Provide a few sentences that express your interest and explain why you want to move into this particular apartment.]**

*Example: I'm leaving my current apartment because I want to live within walking distance of my work. My current apartment is a 30-minute drive away, and my lease is expiring at the end of the month. My next apartment will be a long-term commitment, as I don't plan on leaving the area or switching jobs.*

**[Background: Provide a little insight into who you are and why you'd make an ideal tenant.]**

*Example: I was born and raised in Cleveland, Ohio, and I have lived and worked in Columbus, Ohio for the last 4 years. I am a registered nurse at Nationwide Children's Hospital where I have worked for 3 years. I worked at Nationwide Children's Hospital as an administrator before being hired as an RN. I enjoy hiking and going on long bike rides. I don't have any pets and don't plan on getting any in the near future. I have never been evicted and have no criminal history.*

**[Rental history: Include your past apartments and provide landlord/property manager name and phone number, if possible.]**

The Woods at Granville

4167 Granville Village St. Granville, OH

November 2019 – Present

Contact: Kathy Porter, Property Manager (604) 521-1899

Rent: \$750/month

Reason for moving: would like to be closer to work

**[Rental References: You can include a longer-form reference letter with your resume if available, but include basic contact information for references here.]**

Rasheed Townsend

(604) 576-1989

rtownsend23@gmail.com

Rasheed has been my next-door neighbor for the past year. I will also provide a more in-depth reference letter from Rasheed.