Washington Landlord Reference Letter

General template, not legal advice. Have a Washington attorney review before use. Last reviewed October 29, 2026.

Write only what your records show, and get the tenant's written permission first (the authorization at the bottom works). Stick to facts you can support, such as dates, amounts and payment history, and leave out opinions about anything unrelated to the tenancy.

Date _____

To (name of the new landlord or company) _____

Their address or email _____

Re: Tenant name _____

To _____ (Recipient name),

_____ (Tenant name) has asked me to confirm their rental history at a property I _____ (own or manage). The details below come from my records.

Tenancy details

Item	Details
Property address	
Tenancy start date	
Tenancy end date, or still a tenant	
Monthly rent at the end of the tenancy	
Number of people on the lease	

Payment and conduct

Question	Answer
Rent paid on time	Always / Usually / Not usually
Number of late payments in the last 12 months	
Any balance owed now	
Proper notice given before moving out	
Condition of the home at move-out, beyond normal wear	
Complaints or lease violations on record	

Question	Answer
Would you rent to them again	

Additional comments based on the tenancy: _____ (Optional factual comments)

If you would like to confirm this letter, you can reach me at _____ (Phone and email).

Sincerely,

_____

Landlord or property manager signature

_____

Printed name

_____

Date

Tenant authorization to release information

I authorize _____ (Landlord or company name) to share information about my tenancy, including rent payment history and the condition of the home, with _____ (Recipient name) for the purpose of my rental application.

_____

Tenant signature

_____

Printed name

_____

Date

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