

# Roommate Screening Request

Date: [Insert Date]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a screening for my prospective roommate, [Roommate's Full Name], who has shown interest in renting the available space in my apartment located at [Apartment Address].

In accordance with the rental policy, I would like to ensure that all necessary background and credit checks are conducted for [Roommate's First Name]. Below are the relevant details required for the screening:

**Roommate's Information:**

Full Name: [Roommate's Full Name]

Date of Birth: [Roommate's Date of Birth]

Social Security Number: [Roommate's SSN]

Current Address: [Roommate's Current Address]

Contact Number: [Roommate's Contact Number]

Email Address: [Roommate's Email Address]

Thank you for your attention to this matter. Please let me know if you require any additional information or documents from my side. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]