

I'm not robot!

**Confidential Investigation Report**

This template report format is for guidance purposes only and may be changed to reflect the individual circumstances needs of a case.

|  |  |
|--|--|
| <b>Department:</b>   |  |
| <b>Allegation/Issue</b>  |  |
| <b>Type of Investigation e.g. Disciplinary/Grievance etc</b>   |  |
| <b>Name/Post of employee(s) subject to investigation</b>   |  |
| <b>Name of complainant (if appropriate)</b>  |  |
| <b>Investigator (s)</b>  |  |
| <b>HR Support Link</b>   |  |
| <b>Background</b>  |  |
| This may cover:  |  |
| <ul style="list-style-type: none"> <li>How did the issue come to light?</li> <li>Have any other actions been taken prior to the investigation?</li> </ul>  |  |
| <b>Remit Of The Investigation</b>  |  |
| This may cover:  |  |
| <ul style="list-style-type: none"> <li>What specific allegations/concerns (by bullet points) were investigated?</li> </ul>   |  |
| <b>Investigation Process</b>   |  |
| This may cover:  |  |
| <ul style="list-style-type: none"> <li>A brief description of method(s) used to gather information</li> <li>A record of what interviews/statements were undertaken and documents reviewed</li> </ul> |  |
| <b>Witnesses</b>   |  |

Confidential Investigation Report  
This document is confidential and is intended only for the individual named. If you have received this document by mistake please contact the HR Support Link.

# 8 RENTAL APPLICATION

Every occupant over the age of 18 MUST fill out a separate application (even if married). Please fill out this form COMPLETELY and sign where indicated.

| PERSONAL INFORMATION  |  |  |   |                      |       |
|---|--|--|---|----------------------|-------|
| FIRST NAME  | MIDDLE   | LAST   | S.S.#   | -- --                |       |
| DATE OF BIRTH / /   | MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED Show <input type="checkbox"/> DIVORCED Show        |  | DRIVERS LICENSE #   | STATE                |       |
| PHONE -- -- <input type="checkbox"/> CELL <input type="checkbox"/> HOME | PHONE -- --  | EXT. <input type="checkbox"/> HOME <input type="checkbox"/> WORK | EMAIL   |                      |       |
| PRESENT HOME ADDRESS  |  | CITY/STATE/ZIP   |   | LANDLORD PHONE -- -- |       |
| LENGTH OF TIME  | PRESENT LANDLORD   | AMOUNT OF RENT   | Is your present rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO |                      |       |
| REASON FOR LEAVING  | PREVIOUS HOME ADDRESS  |  | CITY/STATE/ZIP  |                      |       |
| LENGTH OF TIME  | PREVIOUS LANDLORD  | AMOUNT OF RENT   | Was your rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO        |                      |       |
| REASON FOR LEAVING  | NEXT PREVIOUS HOME ADDRESS   |  | CITY/STATE/ZIP  |                      |       |
| LENGTH OF TIME  | NEXT PREVIOUS LANDLORD   | AMOUNT OF RENT   | Was your rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO        |                      |       |
| REASON FOR LEAVING  |  |  |   |                      |       |
| PROPOSED OCCUPANT(S)  |  |  |   |                      |       |
| NAME  | RELATIONSHIP   | OCCUPATION   | AGE   |                      |       |
| NAME  | RELATIONSHIP   | OCCUPATION   | AGE   |                      |       |
| NAME  | RELATIONSHIP   | OCCUPATION   | AGE   |                      |       |
| NAME  | RELATIONSHIP   | OCCUPATION   | AGE   |                      |       |
| NAME  | RELATIONSHIP   | OCCUPATION   | AGE   |                      |       |
| PROPOSED PET(S)   |  |  |   |                      |       |
| NAME  | TYPE/BREED   | <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR | AGE   |                      |       |
| NAME  | TYPE/BREED   | <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR | AGE   |                      |       |
| NAME  | TYPE/BREED   | <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR | AGE   |                      |       |
| VEHICLE(S) INFORMATION  |  |  |   |                      |       |
| YEAR  | MAKE   | MODEL  | COLOR   | PLATE #              | STATE |
| YEAR  | MAKE   | MODEL  | COLOR   | PLATE #              | STATE |
| EMPLOYMENT  |  |  |   |                      |       |
| CURRENT EMPLOYER  |  | OCCUPATION   | HOURS/WEEK  |                      |       |
| SUPERVISOR  |  | PHONE -- --  | EXT. YEARS EMPLOYED   |                      |       |
| ADDRESS   |  | CITY/STATE/ZIP   |   |                      |       |
| CURRENT EMPLOYER  |  | OCCUPATION   | HOURS/WEEK  |                      |       |
| SUPERVISOR  |  | PHONE -- --  | EXT. YEARS EMPLOYED   |                      |       |
| ADDRESS   |  | CITY/STATE/ZIP   |   |                      |       |
| INCOME  |  |  |   |                      |       |
| CURRENT INCOME \$   | <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY | SOURCE   | PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO                  |                      |       |
| CURRENT INCOME \$   | <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY | SOURCE   | PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO                  |                      |       |
| CURRENT INCOME \$   | <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY | SOURCE   | PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO                  |                      |       |





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