

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Notice of Incomplete Application - Missing Verification of Rent**

Dear [Applicant Name],

Thank you for submitting your application for [Property Name/Address]. We have begun reviewing your file; however, we are unable to proceed at this time because your application is incomplete.

The following information is missing:

- **Verification of Rent (VOR):** We require a completed rental history verification from your current or previous landlord(s) covering the last [Number] months/years.

To continue the processing of your application, please provide one of the following:

- The contact information (email and phone number) for your current landlord so we may contact them directly.
- A signed ledger or rental reference form from your property manager.
- Copies of canceled checks or electronic payment receipts for the past [Number] months.

Please submit this information by [Deadline Date]. If we do not receive the missing documentation by this date, your application may be closed or denied due to incompleteness.

You may submit the documents via [Email Address], or drop them off at our leasing office.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Management Name]

[Company Name]

[Phone Number]