



FOR OFFICE USE ONLY

Accepted By: _____

Process in: _____

Resident Referral Bonus Request Form

Thank you for your resident referral. We value you as a resident and are very happy to have more just like you! To qualify for this referral bonus, the following criteria need to be met:

- ❖ You must be a current resident referring someone to the same DHM property;
 - ❖ Both accounts must be in good standing with no arrears;
- ❖ Both residents must pay their rent *in full & on time for 3 FULL months* following the new resident's lease start date;
- ❖ Both residents must complete the following info, sign & return this form to your Rental Office **within two weeks** of the new resident's lease start date to be considered for the referral bonus.

If approved, a referral bonus check will be sent to your property's Rental Office within 7 days after the 3-month wait period for you to pick up.

Property: _____ **Date:** _____

Referral Bonus Amount: \$ _____

*Please note: If all info below is not completed in full, your request may not be approved.

Current (Referring) Resident Information:

Name(s): _____ Account #: _____

Address: _____ Lease Start Date: _____

_____ Lease End Date: _____

I/We recommended the New Resident(s) below and understand that I/We will be paid the referral fee as indicated above once the first THREE FULL MONTHS of rental payments have been received in full & on time from both parties.

I/We understand that this form must be completed & returned to the rental office within two weeks of the new resident's lease start date to qualify for the referral bonus.

X _____
Current Resident

X _____
Current Resident

New (Referred) Resident Information:

Name(s): _____ Account #: _____

Address: _____ Lease Start Date: _____

_____ Lease End Date: _____

I/We were recommended by the Current Resident(s) above and understand that a referral fee will be paid out to them once the first THREE FULL MONTHS of rental payments have been received in full & on time from both parties. I/We understand that this form must be completed & returned to the rental office within two weeks of our lease start date to qualify for the referral bonus.

X _____
New Resident

X _____
New Resident