



EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY APPLICANT

TO: (Name and address of employer) _____ Date: _____
 _____ Employer Fax Number: _____

RE: _____
 Applicant/Tenant Name

Applying to rent property located at: _____
 Address

I hereby authorize release of my employment information.

 Signature of Applicant/Tenant Date

The individual named directly above is an applicant/tenant of a rental housing that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Sincerely _____
 Property Manager

Return Form To:

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed: Yes _____ Date First Employed _____ No _____ Last Day of Employment _____

Current Wages/Salary: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

Average # of regular hours per week: _____ Year-to-date earnings: \$ _____ through ____ / ____ / ____

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

 Employer's Signature Employer's Printed Name Date

 Employer [Company] Name and Address

 Phone Fax E-mail