



EMPLOYMENT VERIFICATION

REQUEST SENT TO:	PLEASE RETURN TO:
Employer/Company _____	Community Name _____
Attention: _____	Date Requested _____
Employer Telephone _____	Community Phone _____
Employer Fax _____	Community Fax _____

The below referenced individual has recently submitted a rental application to our community. We are required to verify employment and income as part of the application review. Please provide the information requested and return the completed form to our office within **24 hours** as the approval of your employee's application is dependent upon your response. Any information you provide will be held in strictest confidence and used only for determining the eligibility status of the prospective resident. If you have questions, please feel free to contact us.

RETURN COMPLETED VERIFICATION BY ABOVE FAX # or EMAIL _____

Name of Applicant: _____

S.S.#: XXX-XX- _____
(last four digits only)

I hereby authorize release of the information requested below.

 Applicant Signature

 Date

TO BE COMPLETED BY EMPLOYER

- 1) Is this individual currently employed? YES NO If no, please provide separation date: _____
- 2) Hire Date: _____ Current Position _____
- 3) Is this employment Full-time Part-time/ If Part-time, average hours worked per pay period _____
- 4) Is this employment Permanent Temporary/ If temporary, when will employment end? _____
- 5) Wages/Salary \$ _____ per Monthly Semi-monthly Weekly Hourly/Hrs per week _____

 Date

 Signature

 Title/Department

 Printed Name