



## Employment Verification Form

### EMPLOYER INFORMATION

Employer Name: \_\_\_\_\_ Employer Phone No# \_\_\_\_\_

Employer Address: \_\_\_\_\_

Dear Employer:

We are in the process of confirming information provided by a prospective tenant who has provided your name as employer in connection with a rental application. Please verify the information attached provided by the prospective tenant \_\_\_\_\_

Your prompt attention is appreciated. To help expedite this request once you have completed it please return it via fax: 404.564.9501 or email [anitaihale@gmail.com](mailto:anitaihale@gmail.com)

Thank you for your cooperation.

Anita I. Hale

### RESIDENT SUPPLIED INFORMATION

Prospective Resident's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Length of time with above Employer: \_\_\_\_\_

Wage/Salary: \_\_\_\_\_ Per: \_\_\_\_\_

Prospective tenant has completed the above information in connection with a rental application. The addressee of this letter is authorized to verify this information and supply the above named landlord with the information requested in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your company. Thanks in advance for your help.

Prospective Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_

### VERIFICATION SECTION BELOW TO BE COMPLETED BY EMPLOYER ONLY

Is the employment information above correct?: Yes \_\_\_ No \_\_\_

If not, please provide correction information: \_\_\_\_\_

Type of Employment: Part-time \_\_\_ Full-time \_\_\_ Temporary \_\_\_ Permanent \_\_\_

Information provided by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Phone: \_\_\_\_\_

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