

Employment Verification

Date: _____

Dear: _____

We have received a Rental Application from the individual listed above, who has identified you as his/her employer. We would like to ask your cooperation by verifying his/her employment. Please answer the questions below and return this information to us as soon as possible.

The individual listed above is employed: Currently No Longer Never

Date of Hire: _____ Job Title: _____

Full-Time Part-time Temporary Typical number of hours worked per week: _____

Salary: \$ _____ Hourly Weekly Bi-Weekly Bonus/Commission: _____

Supervisor: _____ Phone: _____ Date: _____

Thank you for your assistance in this matter. Please fax your reply to **FAX NUMBER** or email to **EMAIL ADDRESS** .

Sincerely,

Landlord Name