

Employment Verification Form

Property Management:  
Daniel & Sue Hawes  
Mobile: 207-939-8635

\_\_\_\_\_  
(Date)

Employer Name: \_\_\_\_\_

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

Employer Phone Number: \_\_\_\_\_

Dear Employer:

We are in the process of confirming information provided by a prospective Resident who has provided your name as employer in connection with a rental application. Please verify the information provided by the Resident by telephone or have the prospective Resident return the form to us at the above address. Our phone number is (207) 939-8635 or email at [rent@watchic.net](mailto:rent@watchic.net) for your convenience.

Thank you for your cooperation.

Daniel and Sue Hawes

**RESIDENT SUPPLIED INFORMATION**

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

Position: \_\_\_\_\_

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

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

Prospective Resident 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 institution or any of your officers.

Prospective Resident's Signature: \_\_\_\_\_

**VERIFICATION TO BE COMPLETED BY EMPLOYER**

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

Is this employment:

Part-time \_\_\_\_\_ Full-time \_\_\_\_\_ Temporary \_\_\_\_\_ Permanent \_\_\_\_\_

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

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

