

NORTHSIDE REALTY



"Direction in Real Estate"

Tenant Employment Verification

*(Note: You can fill in your answers on this form by placing the cursor inside the text box and typing in your answers; or, you can print the form and then fill it in by hand.)

To:

Department Name:

Name:

Address:

City/State/Zip:

Telephone:

Fax:

Other:

From:

Department Name:

Name:

Address:

City/State/Zip:

Telephone:

Fax:

Other:

NORTHSIDE REALTY



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Tenant Employment Verification - continued

Re: (Rental Applicant)

Dear Employer:

is a prospective tenant at our rental property, and has listed your organization as a current employer on his/her rental application.

In order for us to verify the application, we ask that you provide the information requested below. As time is paramount, we would appreciate your faxing this completed form back to us at the number listed above. Alternatively, you may feel free to telephone us between the hours of a.m. and p.m. Information provided will remain confidential and will be used solely for purposes of determining eligibility for occupancy.

Thank you in advance for your cooperation.

Sincerely,

Signature

Date

Title



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Tenant Employment Verification - continued

*****To be completed by employer.*****

Applicants current job title:

Start date of employment:

Is employment:

Full Time Part Time
 Permanent Temporary

Salary:

\$ Weekly \$ Biweekly
\$ Monthly \$ Hourly
\$ Annually (\$ average per week)

Information provided by:

Signature _____ Date

Title

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Applicant Authorization

Tenant Employment Verification

I have applied for rental property with the landlord/property manager at

In order to verify my current employment, I hereby authorize my employer,

, to release the requested

information to my prospective landlord/property manager.

Please respond to this request at your earliest convenience.

Thank you for your cooperation.

Signature

Date

Title

SSN