

REQUEST FOR EMPLOYMENT VERIFICATION

TO: _____

VIA: EMAIL _____
 FAX _____
 PHONE _____

DATE _____

The person named below has made application for apartment/housing rental with us. Your firm was listed as having currently or formerly employed this person. The applicant, by his/her signature below, has authorized you to release their employment information. Your assistance in providing employment information will be sincerely appreciated. Thank you.

RE: Employee Name _____ Social Security No. _____

Current Home Address _____

Date(s) of Employment _____

Current Work Location/Department _____

REQUEST SUBMITTED BY	TITLE	PHONE

APPLICANT'S AUTHORIZATION OF THIS INQUIRY:
I hereby consent to the release of my employment information.

Employee's Signature

Date Signed

EMPLOYER'S COMMENTS

Dates of Employment (From) _____ To _____

Position Held _____

Gross Salary or Wage \$ _____ per MONTH WEEK HOUR*

(*If on hourly wage, please specify approximate number of hours worked weekly: _____ Hours)

Other Comments _____

SIGNATURE _____ TITLE _____ DATE _____

For office use only.

Employer Contacted:

Verified by: _____

Yes. All above information verified.

Date: _____

No. Other means of verification:
