

**EMPLOYMENT VERIFICATION FORM**

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

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_, has submitted an application to rent one of our residential properties and they have specified you and/or your company as a present or previous employer. We would appreciate your response to the following requested information below at your earliest convenience. If you have additional information that may help in our decision, please feel free to add your comments or give us a call @ \_\_\_\_\_.

Please send this verification form back to us as soon as possible. Please fax, email, or call us with your responses and/or comments. We will be happy to pick up the form if you are in the \_\_\_\_\_ area and do not have access to fax or email.

Applicant's authorization to release information is included below.

Time is of the essence. Thank you in advance for your timely response and assistance on this matter.

Sincerely,

\_\_\_\_\_  
Signed by Authorized Manager, Landlord, or Agent

<Your Company Contact Information Here>



Company Name & Address

\_\_\_\_\_  
\_\_\_\_\_

Company Phone, Fax & Email: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Job Title: \_\_\_\_\_

Fulltime or Part-time? \_\_\_\_\_

Time on Job? \_\_\_\_\_

Applicant Dependable?      YES    NO    Comments: \_\_\_\_\_

Would You Rehire Applicant?      YES    NO    If not, please tell why? \_\_\_\_\_



**Applicant Authorization to Release Employment Information**

I, \_\_\_\_\_ do hereby authorize \_\_\_\_\_  
\_\_\_\_\_, my employer, to release the requested information above to \_\_\_\_\_  
\_\_\_\_\_ for their review and consideration of my residential  
rental application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date