

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