



REQUEST FOR VERIFICATION OF EMPLOYMENT INCOME

TO: _____
(Name of Employer)

(Address)

(City, State, and Zip Code)

DATE SENT: _____
RE: _____
(Employee Name)
SS# _____

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 has authorized you to release their employment information. Your assistance in providing employment information will be greatly appreciated. Thank you.

You may send your reply by FAX to: _____ or email to: _____ If you have any questions, please feel free to contact the office at: _____.

Date: _____
Manager

I HEREBY AUTHORIZE THE ABOVE MANAGEMENT AGENT TO MAKE INQUIRIES REGARDING MY EMPLOYMENT FOR THE PURPOSE OF DETERMINING MY ELIGIBILITY FOR OCCUPANCY.

Date: _____
Tenant

THE FOLLOWING IS TO BE COMPLETED BY THE EMPLOYER

Complete all questions, leaving no blanks. If a question does not apply to the employee write "does not apply" or "none"

1. Employee Name _____ Position _____
2. Presently Employed: Yes ____ No ____
3. If yes, date first employed: _____ If no, last day of employment: _____
4. Current Wages/Salary: _____ per (circle one) hour week biweekly month year
5. Number of regular hours per week: _____
6. Overtime pay expected: Yes ____ No ____ If yes, OT pay rate: \$ _____ Number of OT hours per week _____
7. Commissions, bonuses, tips expected: Yes ____ No ____ If yes, \$ _____ per _____
8. Pay increase anticipated: Yes ____ No ____ If yes, Amount of Increase: _____ Effective Date: _____
9. Total Anticipated Earnings: \$ _____

Warning: Section 1001 of Title 18 U.S. Code make it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency.

Employer Signature Printed Name Date

Title Phone Number