

Tenant Employment Verification

To: Department Name: _____
Name _____ Telephone _____
Address _____ Fax _____
City/State/Zip _____ Other _____

From: Name _____ Telephone _____
Organization _____ Fax _____
Address _____ Other _____
City/State/Zip _____

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 _____

To be completed by employer:

Applicant's current job title: _____

Start date of employment: _____

Is employment: _____ Full Time _____ Part Time
_____ Permanent _____ Temporary

Salary: \$ _____ Weekly _____ Biweekly _____ Annually
_____ Monthly _____ Hourly (Average per week \$ _____)

Information provided by:

Signature _____ Date _____
Title _____

Applicant Authorization

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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 _____