

## Employment Verification Form

The individual listed below has applied to rent one of our homes. In order to complete the processing of their application, we must verify their employment and income. We sincerely appreciate your taking a moment in completing this form and returning it to us at your earliest convenience. Thank you!

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

Place of Employment: \_\_\_\_\_

Attention: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

(Release of Information Signature Attached)

**Please complete the sections below and return this form at your earliest convenience.**

Applicant's Position: \_\_\_\_\_ Applicant's hourly wage: \$ \_\_\_\_\_

Applicant's average hours worked each week: \_\_\_\_\_ Applicant's date of hire: \_\_\_ / \_\_\_ / \_\_\_

Is the Applicant's Position considered temporary?  Yes  No

Additional comments: \_\_\_\_\_

Name and title of person completing this form: \_\_\_\_\_

Please return completed form to: \_\_\_\_\_

as soon as possible or by \_\_\_ / \_\_\_ / \_\_\_.

*Thank you!*