

Employment Verification

TO: EMPLOYER _____ Employer's fax number
Street Address _____ if available: _____
City, State, Zip _____

RE: EMPLOYEE _____

We are in the process of checking out a rental application submitted by the person named above as "EMPLOYEE."

This person claims to be working for you currently as a
 _____ earning \$ _____ per _____.

This person also claims to have started working for you as of
 _____.

Because time is a factor in our approving this employee to rent from us, we would appreciate your PHONING us as soon as possible with a verification of this information. Our telephone number is _____, and we are generally available at the following times: _____.

If you cannot phone us, please complete the section below and mail this entire letter back to us at your earliest convenience.

Thank you. Signed _____

Address _____

The above information is correct with the following exceptions:
_____ (if none, write "none.")

Is this employment part-time? or full-time?

Is this employment temporary? or permanent?

INFORMATION PROVIDED BY

Name _____ Title _____ Date _____