



## Request for Employment Verification

**To:**

The subject of this request has applied for Rental Housing at our client's property.

**Attn:**

We would appreciate your assistance by providing a verification of the subject's current or previous employment.

**Employee:**

This information will be used to determine if your employee qualifies for housing. Please assist your employee in finding the housing he/she desires by completing this form and returning the information to me as soon as possible.

**Social Security:**

(Call me, I can provide entire number if needed.)

**Date of Hire:**

**Employee is active? Yes / No\***

**\*If no the separation date:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

When completed please fax this form back to **855-244-2401** as soon as possible.

**Full or Part Time:** \_\_\_\_\_

Thank you for your assistance in this matter. If you have any questions please call me at: **855-244-2400**

**How many hours per week?** \_\_\_\_\_

**Salary: \$** \_\_\_\_\_ **per** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Are you currently using a service to conduct background checks on your new job applicants? \_\_\_\_\_

If yes, are you satisfied? \_\_\_\_\_ If no, would you be interested in information about such a service? \_\_\_\_\_

Please **DO NOT** fax back release form with this request.

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