



Your  
Letterhead  
Here

## EMPLOYMENT VERIFICATION REQUEST

ATTENTION: \_\_\_\_\_ FAX: \_\_\_\_\_ Date: \_\_\_\_\_

To: Employer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Employee \_\_\_\_\_ SS#: \_\_\_\_\_

WE are in the process of verifying the rental application submitted by the person named above as "EMPLOYEE."

Because time is a factor in our approving this employee to rent from us, we would appreciate your completing the following requested information and returning this form by **faxing to** \_\_\_\_\_  
**or**  
**Mailing to:** \_\_\_\_\_  
\_\_\_\_\_

- Length of employment: \_\_\_\_\_
- Position held: \_\_\_\_\_
- Monthly Gross salary: \_\_\_\_\_

Information provided by: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

I hereby authorize my employer to release any requested information in connection with my employment to the offices of \_\_\_\_\_

Please fax to: \_\_\_\_\_

Employer / Authorized Signature: \_\_\_\_\_

**Authorization**

Employee/ Applicant: \_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Signature