

The individual named below has applied for rental housing at one of our client's properties. To assist in this process, we kindly request verification of the applicant's current or previous employment.

The information provided will be used to determine the applicant's eligibility for housing. Your prompt response will help facilitate your employee's housing application.

Instructions:

1. Complete the form with the requested employment details.
2. Fax the completed form to 855-244-2401 as soon as possible.

Thank you for your assistance in this matter. If you have any questions, please contact us at 855-244-2400.

Employee Information	
To First and last name	
Attention	
Employee First and last name	
Social Security Number	
Date of Hire	
Position	
Full or Part Time	
Number of Hours Worked Per Week	
Salary or Hourly Rate	
Employee is Active Yes or No	
Separation Date (If Above is No)	

Employer Information	
Your Name First and last name	
Position	

Additional Information			
Do you currently utilize a service for conducting background checks on your new job applicants?	<input type="checkbox"/>	Yes	No
If yes, are you satisfied with the service	<input type="checkbox"/>	Yes	No
If no, would you be interested in receiving information about such a service?	<input type="checkbox"/>	Yes	No

Please do not fax the release form with this request.