

To: [Employer's name]

[Employer's address]

From: [Name of whoever is requesting the verification - in this case, a landlord]

[Address of landlord]

Re: [Applicant's name & social security number]

I hereby authorize the release of my employment information to [landlord's name].

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Applicant Signature

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Date

The individual named above is completing an application to rent one of our homes. The information you provide will be used for those purposes only. Thank you in advance for your prompt reply.

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Landlord/Landlord Representative

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Date

This section to be completed by employer:

Name of

Employee/Applicant: \_\_\_\_\_

\_\_\_\_\_

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

Presently Employed: \_\_\_ Yes \_\_\_ No Date First Employed: \_\_\_\_\_

Last Day of Employment (if applicable) \_\_\_\_\_

Current wages/salary: Hourly\*: \_\_\_\_\_ Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_ Yearly: \_\_\_\_\_

\*If hourly, please list the average number of regular hours per week: \_\_\_\_\_

Year-to-date earnings: \_\_\_\_\_ from: \_\_\_ / \_\_\_ / \_\_\_ through \_\_\_ / \_\_\_ / \_\_\_

Please list any anticipated changes in the employee's salary or wages within the next year:

\_\_\_\_\_

Additional comments or remarks:

\_\_\_\_\_

\_\_\_\_\_

Employer's Signature Employer's Printed Name Date

\_\_\_\_\_

Employer's Job Title / Company Name

\_\_\_\_\_

Employer's Contact info

\_\_\_\_\_

Date