

## VERIFICATION OF APPLICANT'S EMPLOYMENT REFERENCE

**APPLICANT to complete:**

Employer Name \_\_\_\_\_ Phone \_\_\_\_\_  
Employer Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_

I have applied for rental housing and have stated that I am now or was formerly employed by you. I hereby authorize the release of the information requested in this letter to Landlord. Your prompt reply will help facilitate my application for housing.

_____ APPLICANT SIGNATURE	_____ PRINT NAME	_____ DATE
_____ SS#	_____ DOB	_____
_____	_____	_____

The above-named applicant(s) has applied with us for rental housing. The following information is required in order for us to give proper consideration to his/her application. The confidentiality of your prompt response to this request is very much appreciated.

**EMPLOYER : Please fill in as fully as possible**

- Current Employer  
 Prior Employer

- 1) Applicant's Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_
- 2) Present or Last Position: \_\_\_\_\_
- 3) Probability of Continued Employment: \_\_\_\_\_
- 4) Rate of Pay: \$ \_\_\_\_\_ per  Hour  Week  Month
- 5) Average Monthly Overtime, Commissions, Bonuses, or Tips: \$ \_\_\_\_\_
- 6) Average Monthly Paycheck: Gross \$ \_\_\_\_\_ Net: \$ \_\_\_\_\_
- 7) Year-to-Date Earnings: \$ \_\_\_\_\_ Prior Year's Earnings: \$ \_\_\_\_\_
- 8) If no longer employed, the reason for leaving: \_\_\_\_\_
- 9) Any additional comments which would aid in the evaluation of this person's application for rental?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
PHONE: \_\_\_\_\_ Best time to call: \_\_\_\_\_

## VERIFICATION OF APPLICANT'S LANDLORD REFERENCE

**APPLICANT to complete:**

Current Landlord     Prior Landlord

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord Address \_\_\_\_\_ Fax \_\_\_\_\_

**I/We hereby authorize the release of the information requested in this letter to Landlord. Your prompt reply will help facilitate my/our application for housing.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

SS# \_\_\_\_\_

DOB \_\_\_\_\_

\_\_\_\_\_  
CO-APPLICANT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

SS# \_\_\_\_\_

DOB \_\_\_\_\_

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**LANDLORD: Please fill in as fully as possible**

Current Landlord

Prior Landlord

1) Name  Owner  Agent: \_\_\_\_\_

2) Address of Property: \_\_\_\_\_

3) Dates of Occupancy: \_\_\_\_\_ 4) Last monthly rental amount? \_\_\_\_\_

5) Was the rent paid on time? \_\_\_\_\_ 6) If late, how often? \_\_\_\_\_

7) Was a 30-day written notice given by the resident? \_\_\_\_\_

8) Were the premises left in good condition? \_\_\_\_\_

9) Were there any behavior problems during the tenancy? \_\_\_\_\_

10) Were any 3-day or 30-day notices served during the tenancy? \_\_\_\_\_

11) If so, what was the reason? \_\_\_\_\_

12) Would you rent to this person again? \_\_\_\_\_

13) If not, why not? \_\_\_\_\_

14) Any additional comments which would aid in the evaluation of this person's application for rental?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_ Best Time To call: \_\_\_\_\_

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Current Landlord     Prior Landlord

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord Address \_\_\_\_\_ Fax \_\_\_\_\_

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\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

SS# \_\_\_\_\_

DOB \_\_\_\_\_

\_\_\_\_\_  
CO-APPLICANT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

SS# \_\_\_\_\_

DOB \_\_\_\_\_

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