Tenant Verification Form

|  |  |
| --- | --- |
| To |  |
| Department Name |  |
| Name |  |
| Address |  |
| City/State/Zip Code |  |
| Telephone |  |
| Fax No. |  |
| Other |  |

|  |  |
| --- | --- |
| From |  |
| Department Name |  |
| Name |  |
| Address |  |
| City/State/Zip Code |  |
| Telephone |  |
| Fax No. |  |
| Other |  |

|  |  |
| --- | --- |
| Rental Applicant |  |
| Dear Employer,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a prospective tenant at our rental property, and has listed your organization as a current employer on his/her rental application. In order for us to verify the application, we ask that you provide the information requested below. As time is paramount, we would appreciate your faxing this completed form back to us at the number listed above. Alternatively, you may feel free to telephone us between the hours of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a.m. and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.m. Information provided will remain confidential and will be used solely for purposes of determining eligibility for occupancy.  Thank you in advance for your cooperation.  Sincerely, | |
| Title |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
| Applicants current job title |  | |
| Start date of employment |  | |
| Is employment Full Time | | Is employment Part Time |
| Is employment Permanent | | Is employment Temporary |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary | | | |
| Weekly |  | Biweekly |  |
| Monthly |  | Hourly |  |
| Annually |  | Average per week |  |

Information provided by:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Title |  | | |

