

EMPLOYMENT VERIFICATION FORM

Date: _____

To Whom It May Concern:

_____, has submitted an application to rent one of our residential properties and they have specified you and/or your company as a present or previous employer. We would appreciate your response to the following requested information below at your earliest convenience. If you have additional information that may help in our decision, please feel free to add your comments or give us a call at 804-565-3615. Please send this verification form back to us as soon as possible. Please fax, email, or call us with your responses and/or comments.

Applicant’s authorization to release information is included below.

Time is of the essence. Thank you in advance for your timely response and assistance on this matter.

Sincerely, _____
Property Manager

**Hometown Realty Property Management
9245 Shady Grove Road
Suite 202
Mechanicsville, Va. 23116
804-565-3615
Fax: 804-249-3499**

Employee’s Name: _____

Date of Hire: _____

Full or Part-time: _____

Net Monthly Income: _____

Net Overtime Income: _____

Any anticipated changes in employment in the next 12 months? YES OR NO

PLEASE COMMENT:

Name/Title of Person Completing this verification: _____

Employer’s Contact Phone: _____

Applicant Authorization to Release Employment Information

I, _____ (applicant), do hereby authorize _____
_____, (employer), to release the requested information above to
Hometown Realty Property Management for their review and consideration of my residential
rental application.

Signature of Applicant

Date