

Full Service Property Management

1400 Chalet Suzanne Road, Lake Wales, FL 33859 • 863.676.4448



EMPLOYMENT VERIFICATION

APPLICANT to complete this part ONLY:

Date: _____

Employer Name: _____ Phone #: _____

Email: _____ Fax #: _____

Employer Address: _____

Attention: _____

I hereby authorize the release of the information requested below to Full Service Property Management. Your prompt reply will help facilitate my/our application for housing.

Applicant Signature: _____ Print Name: _____

The above-named applicant 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 the information you furnish will be preserved, except where disclosure is required by law. Your prompt response to this request is very much appreciated.

EMPLOYER: Please fill in as fully as possible. Current Employer Previous Employer

Employee Name: _____ Job Title: _____

Presently
Employed?

YES

Date First Employed: _____

NO

Last Date of Employment: _____

Wages/Salary: \$ _____

Check One: hourly weekly bi-weekly semi-monthly monthly yearly other

Average # of regular hours per week: _____

Year-to-date earnings: \$ _____ From: ____/____/____ Through: ____/____/____

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Commissions, bonuses, tips, other: \$ _____

Check One: hourly weekly bi-weekly semi-monthly monthly yearly other

List any anticipated change in the employee's rate of pay within the next 12 months:

_____ Effective date: ____/____/____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature Employer's Printed Name Date

Employer [Company] Name and Address

Phone # Fax # E-mail

Please send this verification form back to us via fax or email as soon as possible. Thank you for your assistance in this matter. Your help is greatly appreciated.

Sincerely,

Michelle Heath

Property Manager/REALTOR®
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