

PLEASE RUSH !!!

DOC. 100

Request for Verification of Employment

Instructions:

Property Management – Complete items 1 through 7. Have applicant complete item 8. Forward directly to employer named in item 1.
Employer – Please complete either Part II or Part III as applicable. Sign and return directly to the property listed in item 2.

Part I – Request

1. To (Name and address of employer)		2. From (Name and address of property)	
		Stadium Apartments 1301 Bus. 63 South Columbia, MO 65201	
3. Signature of Landlord/Manager	4. Title	5. Date	6. Telephone No. (573) 443-2398

I have applied for an apartment and stated that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (Include employee or badge number)	8. Signature of Applicant
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Part II – Verification of Present Employment

Employment Data		Pay Data			
9. Applicant's Date of Employment	12A. Current Base Pay (Enter Amount and Check Period) <input type="checkbox"/> Annual <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Weekly \$ _____	12C. For Military Personnel Only			
10. Present Position		Pay Grade			
11. Probability of Continued Employment	12B. Earnings		Type	Monthly Amount	
13. If Overtime or Bonus is Applicable, Is Its Continuance Likely? Overtime <input type="checkbox"/> Yes <input type="checkbox"/> No Bonus <input type="checkbox"/> Yes <input type="checkbox"/> No	Type	Year To Date	Past Year	Base Pay	\$
	Base Pay	\$	\$	Rations	\$
	Overtime	\$	\$	Flight or Hazard	\$
	Commissions	\$	\$	Clothing	\$
	Bonus	\$	\$	Quarters	\$
14. Remarks (If paid hourly, please indicate average hours worked each week during current and past year)				Pro Pay	\$
				Overseas or Combat	\$

Part III – Verification of Previous Employment

15. Dates of Employment	16. Salary/Wage at Termination Per (Year) (Month) (Week)		
	Base _____	Overtime _____	Bonus _____
17. Reason for Leaving	18. Position Held		
19. Signature of Employer	20. Title	21. Date	

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law.