

6 SOUTH MCLEAN BOULEVARD
MEMPHIS, TN 38104
PHONE: 901-726-5575
FAX: 901-726-9232

REQUEST FOR EMPLOYMENT VERIFICATION

TO: _____

DATE: _____

The person below has made application for apartment/housing rental with us. Your firm was listed as having currently or formerly employed this person. The applicant, by his/her signature below, has authorized you to release their employment information. Your assistance in providing employment information will be sincerely appreciated. Thank You.

RE: Employment Name: _____

Current Address: _____

Social Security Number: _____

Date(s) of Employment: _____

REQUESTED BY:	TITLE:	PHONE:
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APPLICANT'S SIGNATURE(S)	DATE SIGNED:
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EMPLOYER'S COMMENTS

Dates of Employment: From: _____ To: _____

Position Held:

Gross Salary:\$ _____ or Wage\$ _____ per _____ Month _____ Week _____ Hour*

(*If on an hourly wage, please specify approximate number of hours worked weekly: _____ hours)

Other Comments: _____