EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____)_____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the employment reference

Name of Owner/Agent _____COOK REALTY PROPERTY MANAGEMENT_____

Address _____4536 FREEPORT BLVD._____ Unit # ____N/A____

City _____SACRAMENTO_____ State __CA__ Zip _____95822_____

Phone number (__916__) _____457-4907_____ Fax number (__916__) _____457-6437_____

3. Applicant's employment information:
   ☐ Present **OR** ☐ Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (____)_____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) $_____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

			Verification provided by:
Employer Name	☐ Yes	☐ No	Name: _____
Employer Address	☐ Yes	☐ No	
Supervisor's/HR Manager's Name	☐ Yes	☐ No	
Employer/HR Phone Number	☐ Yes	☐ No	Title: _____
Beginning and Ending Dates of Employment	☐ Yes	☐ No	
Current Gross Income (if applicable)	☐ Yes	☐ No	Phone: (____)_____

If No, please explain: _____

Verification obtained by:

☐ Phone   ☐ Mail   ☐ Fax