

# REQUEST FOR EMPLOYMENT VERIFICATION

FROM: Austin Highland Development Company  
16703 Lakewood Drive, #103  
Tinley Park, IL 60477  
(708) 429-2299 / (708) 614-7135 (fax)  
edgewaterwalk@hotmail.com

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VIA:  MAIL  
 FAX  
 PHONE  
 E-MAIL

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The person named below has made application for apartment 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: Employee Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
\_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Department or Branch \_\_\_\_\_

REQUEST SUBMITTED BY	TITLE	PHONE
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**APPLICANT'S AUTHORIZATION OF THIS INQUIRY**  
I hereby consent to the release of my employment information

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

**EMPLOYER'S COMMENTS**

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Position Held \_\_\_\_\_

Gross Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ MONTH \_\_\_\_\_ WEEK \_\_\_\_\_ HOUR\*

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

Other Comments \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_