

# 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 [Company] Name: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Email: \_\_\_\_\_ Employer Fax: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Contact Person: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**EMPLOYER:** Please fill in as fully as possible.

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.

Current Employer  Previous Employer

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date first employed: \_\_\_\_\_ Last date of employment: \_\_\_\_\_

Wages/Salary: \$ \_\_\_\_\_  hourly  weekly  bi-weekly  semi-monthly  monthly  yearly  other

Average # of regular hours per week: \_\_\_\_\_

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

Year-to-date earnings: \$ \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Through: \_\_\_\_/\_\_\_\_/\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_

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®  
Full Service Property Management  
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