

**Request for EMPLOYMENT VERIFICATION**

**VIA: \_\_\_ Mail \_\_\_ Fax \_\_\_ Phone \_\_\_ Courier**

**Please fill out the top portion and give to your employer.**

**Date:**

**TO:**

**Requesting Agent: Customized Solutions Phone 413-562-1429 Fax 413-562-1344  
or email form back to us as Info@customized--solutions.com**

**The person named 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 on the rental application, has authorized you to release their employment information. Your assistance in providing employment information will be sincerely appreciated. Thank You.**

\_\_\_\_\_  
**Employee Signature to release information**

**RE:**

**Employee Name** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Department or Branch** \_\_\_\_\_

**Date(s) of Employment** \_\_\_\_\_

\*\*\*\*\*

**Request Submitted By** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

\*\*\*\*\*

**Employers Comments**

**Dates of Employment (From)** \_\_\_\_\_ **To** \_\_\_\_\_

**Position Held** \_\_\_\_\_  Full Time  Part Time

**Gross Salary or Wage \$** \_\_\_\_\_ **per**  Month  Week  Hour\*  
(If on hourly wage, please specify approximate number of hours worked weekly: \_\_\_\_\_ Hours)

**Is there an expected increase in salary or wages, if so, to what amount** \_\_\_\_\_

**Likelihood of continued employment** \_\_\_\_\_

\_\_\_\_\_  
**Printed Name & Title**

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

Thank You for Your Cooperation