



EMPLOYMENT VERIFICATION

To: _____

Re: _____

Address: _____

SSN: _____ - _____ - _____

City, State: _____

To Whom It May Concern:

We are in the process of verifying information provided by _____ who is applying for an apartment at one of our properties. In order to complete the application process, we must verify the employment/income information that was provided by _____ on his/her application. Information on this form will be used in accordance with the Fair Credit Act. _____ has provided his/her consent for you to provided the information requested as verified by his/her signature below.

I hereby authorize my employer to provided employment and compensation information to the landlord or landlord's agent. I have released you, your organization or others from any liability or damage, which may result from furnishing the information requested.

Signature _____

Date _____

STOP ! Section to be completed by employer.

1. Employed Since: _____
2. Job Title: _____
3. Salary, Base Pay Rate: \$ _____ per hour _____ hrs/week, or _____ hrs/month in year.
4. Average hours worked at Base Pay Rate: _____ hrs/week, or _____ hrs/month in year.
5. Is this person likely to get Overtime? ☐ Yes ☐ No If yes, Overtime Ray Rate \$ _____ hr.
6. Average number of Overtime hours expected during the next 12 months: _____ Hrs/Month.
7. Any other compensation not listed above? Please specify for commissions, bonuses, tips, etc.?
For \$ _____ per
8. Is pay received for vacation? ☐ Yes ☐ No If yes, number of days/year: _____
9. Total Base Pay Earnings for last 12 months: \$ _____
10. Total Overtime Earnings for the last 12 months: \$ _____

Signature of Person verifying employment: _____ Date: _____

Please return via mail or fax as quickly as possible to: ART Property Management, LLC
1507 E. 53rd Street, #177
Chicago, IL 60615
Fax: 773-846-2383

If you have any questions you may contact us at: 773-568-1138

1507 E 53rd Street, #177 Chicago, IL 60615
TEL: 773-568-1138 FAX: 773-846-2383
www.artpropertymgmt.com