



**Employment Verification Form v1.0**

Dear Employer,

The individual mentioned below is applying to rent a property through us and has listed you as their current employer and asked us to contact you to verify their source of income. Please verify the information provided below and fax this form back to (312) 274-1469 at your earliest convenience.

If you have any questions or if there is something you would like to discuss, please contact our office at (312) 274-1470. Thank you for your assistance.

Sincerely,

Colfax Realty, Inc.

**TO BE FILLED OUT BY APPLICANT**

**Applicant Name:** \_\_\_\_\_

SSN: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Phone: (    ) \_\_\_\_\_ Company Fax: (    ) \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Monthly Salary \_\_\_\_\_

Occupation/Title: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION:** I hereby authorize all third parties on my application to furnish the information requested below to Colfax Realty, Inc. I release all third parties, their officers, agents and employees from any and all liability associated with such disclosure of the requested information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYER**

Verified by: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email Address: \_\_\_\_\_

