Instructions:

Please cut off this header and copy onto your company letterhead the following, sign, date, and fax back to 714-847-4978

- -

To: My employer
Re: Employment Verification for review to rent residential housing.

Please release my employment information to The Renter Center.

X____ ____

Sign and date Print Name

Dear Renter Center,

The employee was hired on ____

Their position is ____

Nature of work is ____

Their gross monthly wage is $____

The age of our company is ____

The number of employed employees (Approx) ___________________________________

I understand time is of the essence. The above employee is currently employed by us. I have the authority to release the above personal information to your company.

____

Name of Business

____

Signature of authorized owner, partner, or officer

____

Print name of above signature

____

Position