



[Date]

[Employer Name]

[Employer Address]

[Employer City, State]

Dear [employer name],

We have received a Rental Application from [tenant name], who has identified you as his/her employer. We would like to ask your cooperation by verifying their employment. Please answer the questions below and return this information as soon as possible.

Is [tenant name] employed: Currently No longer Never

Date of Hire: _____ Job Title: _____

Full Time Part-time Temporary Typical number of hours worked per week: _____

Salary: \$ _____ Hourly Weekly Bi-weekly Bonus/Commission: _____

Supervisor: _____ Phone: _____ Date: _____

Thank you for your assistance in this matter. Please e-mail your reply to Leticia@cremmgmt.com

Sincerely,

CREM Management

