



REQUEST FOR EMPLOYMENT VERIFICATION

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To: _____ (Employer) Date: _____

Fax Number: _____ Phone Number: _____

From: **Julie Hunck Spain**

Re: Lease Applicant: _____

The above-referenced Lease Applicant has made application to lease a property from the undersigned prospective Landlord. The Lease Applicant reported that he is employed with your company. Enclosed is an authorization to release employment information. Please provide the following:

- (1) Beginning date of employment _____
- (2) Monthly Gross Income \$ _____
- (3) Position currently held _____
- (4) Other relevant information: _____

Title of Person Completing Form _____

Signature _____

Printed Name _____

Date _____

Please return this form **as soon as possible** to:

Julie Hunck Spain (Property Manager Landlord)

(832)264-0676 (phone) _____ (fax)

julie@juliehunck.com (e-mail)

Enclosure: Page 4 of TXR No. 2003 *Authorization to Release Information Related to a Residential Lease Applicant*