

**REQUEST TO VERIFY EMPLOYMENT**

**Employment Verifier's  
Contact Information**

\_\_\_\_\_ name \_\_\_\_\_ telephone number \_\_\_\_\_ facsimile number

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

Dear Employer:

I \_\_\_\_\_ (applicant's name) have applied for apartment residency from 118 - 120 N. WALLER, LLC. I have provided the following employment information to 118 - 120 N. WALLER, LLC. as part of the application process:

DATE OF HIRE \_\_\_\_\_ TITLE/POSITION \_\_\_\_\_  
SALARY \$ \_\_\_\_\_ / month HOURS PER WEEK \_\_\_\_\_  
SALARY \$ \_\_\_\_\_ / hour GROSS ANNUAL INCOME \$ \_\_\_\_\_

I authorize 118 - 120 N. Waller, LLC to verify the above information.

\_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_ DATE

**EMPLOYER TO COMPLETE – APPLICANT DO NOT WRITE BELOW THIS LINE**

The individual listed above has applied for residency with 118 - 120 N. WALLER, LLC. Your company name has been provided to us as either a present or a previous employer. In order to process the application, we request that the following information be completed by a supervisor or personnel representative and returned to us. Your prompt attention is appreciated. To help expedite this request once you have completed it please return it via fax: (708) 689-9633 or email [ChicagoApartments@PhileoLLC.com](mailto:ChicagoApartments@PhileoLLC.com). Please call (708) 406-9633 if any questions. Thank you for assisting us with employment verification.

Please confirm the information above, if applicable:

Verified as given     Temporary     Permanent

Not verified

Comments \_\_\_\_\_

\_\_\_\_\_ EMPLOYER SIGNATURE \_\_\_\_\_ DATE

