

# CHICAGO APARTMENT PLACE INC.

## EMPLOYMENT VERIFICATION

Applicant: Please complete the top portion only and your employer will complete the bottom portion. Thank you.

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ has applied for an apartment with **Chicago Apartment Place, Inc.** at: \_\_\_\_\_

Employee Authorization to release information: \_\_\_\_\_  
(APPLICANT SIGN HERE)

### **Employer Section:**

Please complete the following information and fax back to the number below as soon as possible.

Title/Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Probability of continued employment: \_\_\_\_\_

Still Employed Yes / No. If not employed, termination date: \_\_\_\_\_

Comments: \_\_\_\_\_

Completed By (*Print*): \_\_\_\_\_ Employer Signature: \_\_\_\_\_

Thank you for your cooperation.  
Chicago Apartment Place, Inc.

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### **Chicago Apartment Place, Inc. Inter Office:**

Phone Verification: I certify that on \_\_\_\_\_ I contacted the above applicant's employer by telephone and confirmed the above information.

\_\_\_\_\_  
*Chicago Apartment Place, Inc. Employee Signature*