# REQUEST FOR VERIFICATION OF EMPLOYMENT
## CONVENTIONAL PROPERTIES

| | |
|---|---|
| **Name and Address of Applicants Employer:**<br>_____<br>_____<br>_____<br>To Employer:<br>An application has been made by the above named applicant for residency in our apartments. The applicant has indicated that he (she) is employed by you, and would appreciate it if you would confirm this employment in the space provided below. | Name of applicant:<br>_____<br>Address:<br>_____<br>Social Security Number:<br>_____<br>Work Division or I.D. Number:<br>_____<br>I hereby give my approval for verification of my employment and salary status.<br>_____ _____<br>Applicant Signature Date |

**EMPLOYER'S VERIFICATION**

| Present Position | Date Hired | Present Rate of Pay |
|---|---|---|
| | | Hourly $_____ X _____ hrs/wk X _____ wk/yr<br>Weekly $_____ X _____ wk/yr<br>Annual $_____ Per Year |

**Additional Compensation:**
(Actual Amounts received over the last twelve months)

Overtime $_____
Commissions $_____
Bonus $_____
Tips $_____

| | |
|---|---|
| **Probability of continued employment:** | **Anticipated Total Income for the Next 12 Months:** |

**Military Service:** If Applicant is in military service please report income on a monthly basis as follows:

Base Pay $_____; quarters & subsistence $ _____; flight or hazard duty allowance $ _____.

| | |
|---|---|
| Please return this from to:<br><br>Highlands at Westwood<br>7101 Cenrose Circle<br>Westwood, NJ 07675<br>T: 201-594-9191<br>F: 646-723-9389<br>info@highlandsatwestwood.com | _____ _____<br>Employers Signature Date<br>_____ _____<br>Title Phone<br>**Thank you for your assistance.**<br>_____<br>Management Representative |

**Jersey Central Management - Equal Housing Opportunity**

EQUAL HOUSING OPPORTUNITY