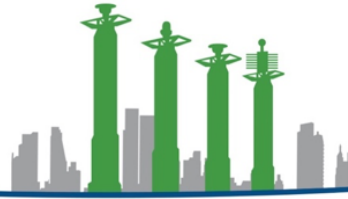




**Oz**  
**ACCOMMODATIONS**  
Building Wealth Through Real Estate



## Employment Verification Request

**Instructions:** This document is used to provide authority to potential resident's, current or past employer for releasing information to Oz Accommodations to verify the employment history of the potential resident. Upon signing the document by potential resident, Oz Accommodations will send (only Oz may submit this to employer) the executed verification request to the listed employer to verify potential resident's employee history. Upon receipt, current or previous employer is requested to complete and return as soon as possible to allow completion of the application process.

**To: HR Dept./Employment Verification Personnel**

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

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

**From: Leasing Department, Oz Accommodations, Inc.**

**Subject:** The person listed below, a current or past employee with your business, has applied for a rental property with our company. If any additional information is needed to complete this form then please contact us right away. We thank you in advance for your prompt and thorough completion of the required employment verification. As a way of excelling in customer satisfaction, our goal is to provide approval/denial of our applications within 24 hours. \*If your HR department uses the Work # system, please let us know ASAP; we do not use the system and will need to request more information from the applicant.

Employment Verification For: \_\_\_\_\_

Applicant's Dates of Employment: \_\_\_\_\_

Applicant's Present (or Past) Position: \_\_\_\_\_

Probability of Continued Employment (if Applicable): \_\_\_\_\_

Current Gross Base Pay (Monthly): \_\_\_\_\_

Remarks: \_\_\_\_\_

Name and Title of Person Supplying this Information: \_\_\_\_\_

**By signing below, I hereby grant permission for the person or business to whom this request is addressed to release information to Oz Accommodations, Inc. about my employment.**



Name: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_