

Conzemius Property Management
13815 Point Douglas Dr. So.
Hastings, MN 55033
651-330-0142/ Fax 651-319-0553

EMPLOYMENT VERIFICATION

To: _____ Date: _____

_____ has applied for residency/is a resident at _____ . As part of our processing, it is necessary that we obtain verification of his/her employment and anticipated GROSS annual income. The attached release and consent form authorizes the release of information regarding the applicant's employment and income.

Please complete the section below and return it in the enclosed self-addressed stamped envelope. (Please mail rather than have the above individual hand deliver.) Thank you in advance for your prompt attention.

Sincerely,

(Apartment Manager)

THE FOLLOWING TO BE COMPLETED BY EMPLOYER:

Anticipated Gross Income for the Next Twelve Months

Hourly \$ _____ Weekly \$ _____
No. of hours per week _____

Bi-Weekly \$ _____ Monthly \$ _____

Overtime: Average per \$ _____ \$ _____ \$ _____
Day Week Month

Tip, Commissions, Bonuses:
Average per \$ _____ \$ _____ \$ _____ \$ _____
Day Week Month Year

-OR-

Total anticipated gross annual income for the next twelve months (including tips, bonuses or overtime if applicable)
\$ _____

Employer's Signature

Date

Title

() _____
Telephone

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.