



3313 W. Fullerton Chicago, IL 60647
Phone.773.292.9292 Fax.773.292.9282

EMPLOYMENT VERIFICATION

Company's Name: _____

Supervisor's Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Current Employer _____ Previous Employer _____

Employee's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

I have applied for an apartment with HP Realty. Please furnish the information to process my application. Thank you for your prompt attention to this matter.

Signature: _____ Date: _____

What is their position or title? _____

How long have they been employed by our com? _____

What is their salary? _____ per: hour/week/month/year

Additional Comments: _____

Signature & Title: _____ Date: _____

Name: _____

Thank you for taking your time to furnish us the above information. This information will be kept confidential and will be used to determine acceptance for residency.

Signature of HP Realty Agent

Title

Date



3313 W. Fullerton Chicago, IL 60647
Phone.773.292.9292 Fax.773.292.9282

LANDLORD VERIFICATION

Landlord's Name: _____
Address: _____
Phone: () _____ Fax: () _____
Current Landlord _____ Previous Landlord _____

Applicant's Name: _____
Address: _____
Apartment #: _____ City: _____ State: _____ Zip: _____

I have applied for an apartment with HP Realty. Please furnish them with the information needed to process my application. Thank you for your prompt attention to this matter.

Signature: _____ Date: _____

1. Name(s) on lease:

2. Date of occupancy: From _____ To _____

3. Monthly rental amount: _____

4. Has (had) he/she ever paid late? _____ How late? _____ # of late payments: _____

5. Have (had) you ever had to begin eviction proceeding for nonpayment? _____

6. Is their account in good standing? _____ If not, how much do they owe? _____

7. Does (did) the applicant interfere with the rights and quiet enjoyment of other residents? _____

If Yes, Describe: _____

8. Did he/she give you proper notice of intent to move? _____

9. Would you rent to this residential again? _____

Signature: _____ Title: _____

Please print name: _____ Date: _____

Thank you for taking the time to furnish us with the above information. This information will be kept confidential and will be used only to determine acceptance for residency.

Signature of HP Realty Agent

Title

Date