FORM 5-4 Veritication Letter

[typed on company letterhead]

[date]

TO: [*name and address]*

I hereby authorize you to submit/verify the following information to *[management company].* Your prompt attention to this matter will be greatly appreciated.

_____
[applicant's name]

Please complete/verify the following information (applicable section checked):

☐ Employment: From: _____ To: _____ Position: _____
Salary: $_____ weekly/ month ly/annual ly Comments: _____
_____

☐ Credit: Type of credit/loan: _____
☐ Open ☐ Closed Current balance: $_____
Average balance: $_____ Monthly payment: $_____
Amount of credit line: $_____ Rating: $_____
Comments: _____

☐ Length of Residency: From: _____, 19____
To: _____, 19____
Rent: $_____
Did applicant pay on time? ☐ Yes ☐ No
Would you rent to this individual again? ☐ Yes ☐ No
Comments: _____
_____

A self-addressed, stamped envelope is provided for your convenience. If you have any questions, please do not hesitate to call me at [*telephone number].* Thank you.

Sincerely,
[management company or property name]

_____
[employee name]
[title]