

Garry Lewis Properties

3458 Drusilla Lane
Baton Rouge, LA 70809

Phone (225) 930-9996
Fax (225) 930-9998

EMPLOYMENT VERIFICATION

Employer: _____

Address: _____

Telephone: _____ Fax: _____

By my signature, I authorize my employer to release information regarding my employment and income.

Signature: _____ Date: _____

Print Name: _____ SS#: _____

Dear Employer,

Your employee has requested residence at the apartment complex listed above. As part of our application process we require verification of employment (income) in order for qualification. To determine whether this individual meets the requirements to rent from us, we ask your cooperation in completing the applicable form below. We hold this information in strict confidence for the use only in determining the eligibility status of this individual. Your prompt return of this information will be appreciated.

FOR OFFICE USE ONLY:

_____ MAILED, DATE _____

_____ FAXED

_____ HAND CARRIED

Thank you,
Garry Lewis Properties

REMIT TO: GARRY LEWIS PROPERTIES, 3458 DRUSILLA LANE STE G, BATON ROUGE, LA 70809
PH: (225)930-9996; FAX: (225) 930-9998

**CONFIDENTIAL INCOME INFORMATION
(TO BE COMPLETED BY EMPLOYER)**

PLEASE COMPLETE ALL SECTIONS USING "0" OR N/A IF NOT APPLICABLE

1. Employment Since: _____

2. Occupation: _____

3. GROSS Pay. Please complete only one pay rate from the following:

\$ _____	Hourly Rate	Number of hours per week: _____
\$ _____	Weekly Rate	
\$ _____	Bi-weekly Rate	
\$ _____	Monthly Rate	
\$ _____	Annual Rate	

4. OVERTIME PAY

Amount: \$ _____ PER HOUR

Frequency: _____ HOURS PER WEEK FOR UPCOMING 12 MONTHS

5. OTHER COMPENSATION (such as bonuses, commissions, tips, etc.)

Type of Compensation: _____

Amount: \$ _____ per _____

Signature: _____

Business Name: _____

Print Name: _____

Date: _____

Title: _____

Telephone: _____