



**Grand Realty Group, Inc.**

PO Box 814 ~ 137 Cedar Ave ~ Lake Villa IL 60046  
847.223.0505 – office - 847.990.0075 - fax  
[Jim@GrandRealtyGroup.com](mailto:Jim@GrandRealtyGroup.com)  
[www.GrandRealtyGroup.com](http://www.GrandRealtyGroup.com)

**VERIFICATION OF EMPLOYMENT HISTORY**

\_\_\_\_\_  
Name of Current or Former Employer/Supervisor

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

**I hereby authorize you to release information regarding my employment to the inquiring landlord.**

\_\_\_\_\_  
**Applicant Signature** **Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
Email Address

Term of Employment From \_\_\_\_\_ through \_\_\_\_\_

Salary: \_\_\_\_\_ Per: \_\_\_\_\_ If Part Time How many avg hours? \_\_\_\_\_

Is/Was This Position  Full-Time  Part-Time (Week/Month/Year)

Is/Was this a temporary Position:  NO  YES

**We are requesting verification of employment history for the rental applicant named on this document who states they are a current or former employee of yours. Please complete the following information and return via fax or email.**

**Thank you for your cooperation.**

**Sincerely,  
Grand Realty Group, Inc.**

**\*\*This Bottom Portion For Employer Use ONLY\*\***

**EMPLOYER CONFIRMATION:**

Is the information provided above accurate?  NO  YES

If inaccurate information was provided, please note corrections above.

Name of Person Providing Information: \_\_\_\_\_  
**Name Title Date**

Signature \_\_\_\_\_

Thank you for your cooperation and assistance, your input is very much appreciated.

Are there any additional comments or information you can provide us with to help regarding a decision for this applicant?