

Beech Tree Apartments
24 Silver Street Suite 101
Great Barrington, MA 01230



Tel: (413) 528-3878

Email: management@beechtreecommons.com

Employment Verification Form

RE:

Dear:

The name above has applied for an apartment at Beech Tree Apartments and has given your name as his/her present employer. The applicant has authorized, as indicated by his/her signature below, for you to release the following information. We would like to ask your cooperation by verifying his/her employment.

The individual listed above is employed: Currently No Longer Never

Date of Hire: _____ Length of Employment: _____

Job Title: _____ Average Amount of Hours Worked Weekly: _____

Full-time Part-time Temporary

Salary: \$ _____ Bonus/Commission: \$ _____

Do you expect continued employment? _____

Are you aware of any reasons why this person may have any problems with paying for rental housing? _____

Other Comments: _____

Name of person completing this form _____

Title of person completing this form _____ Date: _____

Please forward this employment verification to **Beech Tree Apartments, LLC**. Thank you for your anticipated cooperation.

Sincerely,
Tom Gajewski, Owner
Beech Tree Apartments, LLC

I _____, authorize my employer to release the above information to Beech Tree Apartments LLC.

Signature

Date