

«today»

«full\_name»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear «full\_name»:

We have reason to believe that you may be employed at this time. As stated in your lease, “The Tenant agrees to advise the Landlord within two (2) business days of any of the following changes:

- (1) Any household member moves out of the unit, or a new member moves into the unit.
- (2) A household member has a change or a new source of income.
- (3) A household member has a change in assets or new assets.
- (4) The household’s income cumulatively increases by \$200 or more per month.”**

If you are employed, please contact «mgmt\_company» by «today\_plus\_6» to provide us with the name and address of your employer. If you are not employed, please sign below and return to «mgmt\_company» in the envelope provided by «today\_plus\_6».

Sincerely,

«rental\_agent»

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I, «full\_name», hereby certify that I am not employed at this time.

\_\_\_\_\_  
«full\_name» Signature

\_\_\_\_\_  
Date