

# VERIFICATION OF TERMINATED EMPLOYMENT

«reference\_name»  
«reference\_address\_line1»  
Send To: «reference\_address\_line2»  
«reference\_address\_line3»  
«reference\_city», «reference\_state» «reference\_zip»

Applicant/Tenant: «full\_name» Unit # «apt\_nbr»

Soc. Security #: «ssn»

Property Name: «community»

Address: «community\_address\_line1»  
«community\_address\_line2»  
«community\_address\_line3»  
«community\_city», «community\_state» «community\_zip»

Date of Termination: \_\_\_\_\_ Last Day Actually Worked: \_\_\_\_\_

Reason for Termination:  Employee Quit  Other \_\_\_\_\_

Do you anticipate rehiring this employee?  Yes  No If yes, when: \_\_\_\_\_

Will the employee receive additional paychecks for Workmen's Compensation?  Yes  No

If yes, provide the name and address of the company through which this can be verified:

\_\_\_\_\_  
\_\_\_\_\_

Total severance pay anticipated for the next 12 months: \_\_\_\_\_

Is employee entitled to receive unemployment compensation?  Yes  No

## **AUTHORIZED SIGNATURE**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

**RETURN TO:** «rental\_agent» **RETURN BY:** «return\_date»

«mgmt\_company»  
«mgmt\_company\_address1»  
«mgmt\_company\_address2»  
«mgmt\_company\_city», «mgmt\_company\_state» «mgmt\_company\_zip»

## **--OFFICE USE ONLY--**

Date Sent: «send\_date»

Date Received: \_\_\_\_\_

Comments: \_\_\_\_\_