



# Applewood Acres

## Apartment Homes

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's phone # \_\_\_\_\_

Supervisor's fax # \_\_\_\_\_

**To Whom It May Concern:**

An employee of your firm, \_\_\_\_\_, has applied for an apartment in our community. In conjunction with our credit check procedure, the following verifiable information must be received from his/her employer:

Employee's job title: \_\_\_\_\_

Employee's yearly salary: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Year round \_\_\_\_\_ Seasonal \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Your prompt attention to this request will be appreciated, as the application cannot be processed without this information. Please fax the request back to me 570-586-2401.

Sincerely,

Susann Davis  
Property Manager

I hereby authorize the release of the above requested information.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_