

TOWNE HOUSE VILLAGE APARTMENTS

114 NORTH 34TH STREET

RICHMOND, IN 47374

765-966-4953

765-935-0351 (FAX)

EMPLOYMENT VERIFICATION

DATE OF REQUEST _____

NAME _____

COMPANY _____

CONTACT PERSON _____

PHONE NUMBER _____

(BY SIGNING ABOVE, I GIVE PERMISSION FOR THIS COMPANY TO RELEASE INFORMATION TO TOWNE HOUSE VILLAGE APARTMENTS)

THE ABOVE NAMED PERSON HAS APPLIED FOR AN APARTMENT AND AS A PART OF THE APPLICATION PROCESS, WE NEED EMPLOYMENT VERIFICATION. PLEASE FILL OUT THE INFORMATION BELOW AND FAX BACK TO 765-935-0351. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL THE OFFICE AT 966-4953.

THANK YOU FOR YOUR ASSISTANCE!

START DATE _____

POSITION OR TITLE OF EMPLOYEE _____

FULL OR PART TIME EMPLOYEE? _____

PERMANENT POSITION? _____

NAME AND TITLE OF PERSON FILLING OUT FORM:
