



REQUEST FOR VERIFICATION OF EMPLOYMENT

Present Employer

Prepared by: Agent _____ Phone _____
Broker _____ Email _____

Instructions: Broker/Lender to complete Sections I and II and sign at item 3. Have Applicant sign at item 4. Broker/Lender to forward to person named at item 1. Employer to complete Section III, and sign and return to Broker/Lender named in item 2.

DATE: _____, 20____, at _____, California.

SECTION I – REQUEST BY BROKER/LENDER:

Loan application number _____

1. TO EMPLOYER:

Name _____
Attn _____
Address _____
Phone _____ Cell _____
Email _____

2. FROM BROKER/LENDER:

Name _____
Attn _____
Address _____
Phone _____ Cell _____
Email _____

3. You are kindly requested to verify information given Broker/Lender by Applicant for the purpose of processing a loan application. Your cooperation will be appreciated.

Broker/Lender _____
By _____ Title _____
Signature _____
Phone _____ Fax _____ Email _____

SECTION II – AUTHORIZATION BY APPLICANT:

4. You are authorized to verify and supply Broker/Lender identified at item 2 above with the information requested for your verification in Section III below.

Loan Applicant(s)

Name _____ Signature _____
Name _____ Signature _____
Address _____
Phone _____ Fax _____ Email _____

SECTION III – VERIFICATION BY PRESENT EMPLOYER:

Instructions: You are to complete the following items, then sign and return this form with any attachments to Broker/Lender identified at item 2 above.

- 5. Applicant's date of employment _____, 20_____.
- 5.1 Title of Applicant's present position _____.
- 5.2 What is the probability of continued employment _____.
- 6. Applicant's current gross base rate of pay is \$ _____, annual, monthly, weekly, or hourly.
- 6.1 If paid at an hourly rate, Applicant's average total hours per week are _____ hours.
- 6.2 **Gross Annual Earnings:**

	Type	Year to Date	For year 20_____	For year 20_____	For year 20_____
a.	Base pay	\$ _____	\$ _____	\$ _____	\$ _____
b.	Overtime	\$ _____	\$ _____	\$ _____	\$ _____
c.	Commission	\$ _____	\$ _____	\$ _____	\$ _____
d.	Bonus	\$ _____	\$ _____	\$ _____	\$ _____
e.	TOTAL	\$ _____	\$ _____	\$ _____	\$ _____

6.3 If overtime or bonus is applicable, is it likely to continue?

a. Overtime: yes, no _____.

b. Bonus: yes, no _____.

7. The date of Applicant's last pay increase was _____, 20_____.

7.1 The amount of the pay increase was \$_____ per _____.

8. The date of Applicant's next pay increase is _____, 20_____.

8.1 The projected amount of next pay increase is \$_____ per _____.

9. Remarks regarding Applicant's length of unpaid time off work, indicating the duration and reasons:

The above information is true and correct.

Date: _____, 20_____

Employer's Name: _____

By: _____ Title: _____

Signature: _____

Phone: _____ Cell: _____ Email: _____