

# **REQUEST FOR VERIFICATION OF EMPLOYMENT**

Prior Employer

**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 \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

### **2. FROM BROKER/LENDER:**

Name \_\_\_\_\_  
Attn \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
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 PRIOR 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. Date Applicant was employed \_\_\_\_\_, 20\_\_\_\_\_.

6. Date Applicant's employment with you was terminated \_\_\_\_\_, 20\_\_\_\_\_.

6.1 Title of position held at termination \_\_\_\_\_.

6.2 Reason for applicant leaving your employ \_\_\_\_\_.

7. Salary or wages, rate of earning, paid Applicant at time of termination: ☐ annual, ☐ monthly, ☐ weekly, or ☐ hourly.

Base pay \$\_\_\_\_\_, overtime \$\_\_\_\_\_, commission \$\_\_\_\_\_.

bonus \$\_\_\_\_\_.

**The above information is true and correct.**

Date: \_\_\_\_\_, 20\_\_\_\_\_

Employer's Name: \_\_\_\_\_

By: \_\_\_\_\_ title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_