

REQUEST FOR VERIFICATION OF EMPLOYMENT

Present Employer

NOTE: This form is used by a loan broker, lender or seller's agent when originating a mortgage or structuring an extension of credit by a carryback seller, to verify the borrower's current employment and income.

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 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: _____