

## Newberry Lofts - Employment Verification

**Attention Applicant:** Leaving fields blank will cause a DELAY in the application process. Please include telephone and fax numbers as requested below.

From: Newberry Lofts  
900E. 1st Street, L.A, C A 90012

Office: 213-321-2104  
Fax: 888-558-1644

To: (PLEASE PRINT CLEARLY)

- Company Name: \_\_\_\_\_
- Company Address: \_\_\_\_\_ City \_\_\_\_\_
- State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone (main line) \_\_\_\_\_
- Employer contact name (person who can verify employment) \_\_\_\_\_
- Contact Phone Number (direct line) \_\_\_\_\_
- Business FAX number \_\_\_\_\_

I, \_\_\_\_\_, authorize all necessary information, as  
**(Applicant's Name)**  
indicated below, to be released to The Terraces Apartments and its agents for its exclusive use.

**X** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature of Applicant**

**Attention:** \_\_\_\_\_ **OR**

To Whom It May Concern:

The above named individual (applicant) has applied for tenancy at The Terraces Apartments. In order to complete the application process, we need to verify his/her employment

1. **Employment start date:** \_\_\_\_\_
2. **Employment Status (circle):** current or past \_\_\_\_\_
- P**
3. **Position/Title:** \_\_\_\_\_
4. **Full time or Part time:** \_\_\_\_\_ **Approx. hrs work per week:** \_\_\_\_\_
5. **Salary: \$** \_\_\_\_\_ **(circle) per hour/per week/per month/annually**