



4505 N. Lincoln Avenue · Chicago, Illinois 60625 · Phone 773 - 290 - 1100 Fax 773 - 290 - 1101  
www.mtdpropertymanagement.com

**EMPLOYMENT VERIFICATION**

Please sign and submit this form to your employer. Once completed, it may be faxed back to our office to expedite the approval process. Feel free to contact our office with any questions.

**Address/Unit Applied For:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

I hereby authorize my employer to release the following information to MTD Property Management, Inc. for the purpose of processing my lease application.

X \_\_\_\_\_  
Applicant's Signature Date

**Information below to be completed by the employer regarding the above applicant. Please print.**

Job Title/ Position: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Date Hired: \_\_\_\_\_

For Hourly Employees

Number of Hours Worked Each Week: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Name of Person Completing this Form: \_\_\_\_\_

Your Position: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signature of Person Completing this Form:** X \_\_\_\_\_

*We appreciate your prompt attention to this request as approval for this tenant is pending your response. Please fax this completed form to 773-290-1101.*

Thank you for your assistance.  
MTD Property Management, Inc.



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**LANDLORD VERIFICATION**

Please sign and submit this form to your landlord. Once completed, it may be faxed back to our office to expedite the approval process. Feel free to contact our office with any questions.

**Address/Unit Applied For:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

I hereby authorize my landlord to release the following information to MTD Property Management, Inc. for the purpose of processing my lease application.

**X** \_\_\_\_\_  
Applicant's Signature Date

Current Address (w/ Apt. #) \_\_\_\_\_

**Information below to be completed by the landlord regarding the above applicant. Please print.**

Date of Lease Expiration: \_\_\_\_\_

Has Tenant given notice of intention to move?  YES  NO

Does/Did the tenant pay their rent on time?  YES  NO

Has the tenant ever been more than 30 days delinquent?  YES  NO

Would you rent to tenant again?  YES  NO

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person completing this Form: \_\_\_\_\_

Signature: **X** \_\_\_\_\_

We appreciate your prompt attention to this request as approval for this tenant is pending your response.  
**Please fax this completed form to 773-290-1101.**

Thank you for your assistance.  
MTD Property Management, Inc.