

Verification of Employment guidelines

Lender preferred method:

Letter on Company letterhead dated and signed by a manager or HR representative, with a contact phone number for the signer. The letter needs to indicate date of hire and current position.

If the company uses a 3rd party verifier (ie: TheWorkNumber, UConfirm, Everify):

Please collect the information and return to me to obtain the verification. These verifications cost between \$25-\$75 depending on the verifying company, the fee will be placed in escrow for reimbursement to Mobile Home Mortgage

If the company refuses to provide a letter on letterhead and does not use a verifier: (last option only)

Please obtain the HR contact information along with the fax number and/or email, provide to us and we will generate a standard form to be use by exception only.