

Verification of Employment Guidelines

Lender preferred method:

Letter on Company letterhead that needs to indicate date of hire (MM/DD/YY), current position, Signed (needs a hand signature) & dated with their contact phone number by a manager or HR representative.

If your 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 \$50-\$150 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.