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Sample proof of employment letter for landlord

How to ask for a proof of employment letter. How to write a proof of employment letter. What is a proof of employment letter.

iStock.com/RichVintage Applying for an apartment? We can help! Use our simple proof of income letter template to verify your employment for your future landlord that you have a dependable stream of money. Your future landlord will need to see proof of income before you get the green light to move into your new apartment. Employment verification is a key tool that allows your landlord to see that you're employed and making the amount of money you claim to make. We're here to help you understand the process so you're well on your way to getting your dream place. And, if you're looking for a template of an employment verification letter, we've got you covered with that, too. An employment verification letter, or proof of income letter, is an official document that states the employment details you provide to your future landlord are truthful, stating you're a current employee and your basic income. When you're applying for an apartment, a landlord will check various things about your background and ability to pay your rent on time every month. In addition to looking into references who can vouch for your character, a landlord wants to make sure that you're employed and making the income you say you are. That's where the verification of employment comes in. You'll want to get a letter from your employer's human resources department to confirm your employment and salary. You can use an employment verification form template, ready for your employer that covers all the necessary components landlords are looking for. That way, you can put in your information for them and just ask them to sign off on it. Be sure to provide the phone number of the person who can verify your employment and isn't hard to reach. You may want to notify your manager or HR ahead of time. Aside from checking references of past landlords to ask about your payment history and character, your new landlord will want to verify your income and employment, as a prospective renter.

Landlord Reference Letter

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[Date of Letter]

[Recipient's Name]
[Company Name]
[Address]
[City, State, Zip]

Dear To Whom It May Concern,

I am writing you today to let you know that [Applicant Name] has been a tenant of [Company Name] since ____/____/_____. During that time he was always a very good tenant by always paying rent on time, considering to his neighbors, and kept his apartment clean and neat.

I highly recommend renting to [Applicant Name], if you have any additional questions please call me at the number listed above.

Best regards,

[Sign here]

Go to [www.AllYourBusiness.com](#) for more free business forms.

This verification lets the landlord verify that you work at the company you claim you work for and that you earn the annual salary you say you earn. They're not trying to pry into your personal life; they just want to know you'll make rent on time. A landlord will look to confirm the company you work for and their contact information. The reason they check this first is that, unfortunately, some prospective renters may provide a fake business name or contact details to move their application for an apartment forward. Or, they'll give a real name of a business, but pair it with contact information for a relative or friend who will pretend to work for the company just to confirm false employment and income information. These days these tricks are much harder as many rental properties and apartments are using professional background checks. Your potential landlord will use the letter you provide to check for the company's name and contact details, either by searching online or reaching out to the reference you provided to confirm. A landlord may contact the HR department in your company first, letting them know that they're a landlord looking to verify their prospective renter's employment status and income information. Once they've gotten in touch with the right person, your landlord will confirm that you work at the company, your tenure there, and your current salary. You may need to sign a written request for employment verification for your possible future landlord, as many employers will require your written consent before they can give any information to the landlord. In a rush, or just want to make sure you cover all the right details?

Landlord Reference Letter Example

This tenant reference is given to verify tenancy of [Tenants' Names] and their two children in [Rental Property Address]. They were our tenants from [First Day of Lease] to [Last Day of Lease].

Their last monthly rent was in the amount of \$[Rental Amount]. They were responsible and timely in their rent payments which was due the first day of each month. There was only one late payment and it was paid within 5 days of default without any reminder from us.

There had been no complaints from their neighbors and they had kept the rental unit and its surrounding area clean and tidy. We refunded their security deposit of \$[Deposit Amount] in full within 14 days of their move out.

I am pleased to say that they were respectful and helpful tenants. They have never made any unreasonable demands or complaints during the duration of their stay.

Their pet dog was quiet and well behaved with no complaints from neighbors.

We did not serve [Tenants' Names] any eviction notices. We have been informed in advance that their reason for leaving is the need for a larger rental unit. If given the chance, I will gladly rent my property to them again.

Please feel free to contact me at [Landlord's Phone Number] and I will be glad to answer any other questions you may have.

[Landlord's Name]
[Landlord's Signature]
[Date]

You can make things easier on yourself (and your employer) by having everything ready to go for them. After all, time is often of the essence when it comes to competitive apartment applications. Here's a template you can use for your proof of employment letter: Download the TemplateTemplate PDF [Employer Name][Employer Address][City, State, Zip Code] Subject: Employment Verification Letter for [Your Name] Dear [Landlord's Name], I am writing to you regarding [Your Name], an employee of [Name of Company/Place of Work] since [Month and Year Employment Began].

A Landlord
20-89 Mount Road, London SE7 0JA
020 7344 4562

A Tenant
10 Mount Road, London SE7 0JZ
Date: 1 March 2019
Dear A Tenant
10 Mount Road, London SE7 0JZ

I am writing to confirm that your offer of notice in respect of the above named property has been received and your final date of occupancy will be as follows:
21 May 2019

I have received a copy of Guidance Notes for Tenants Regarding a Property to assist you in completing the required procedure and kindly request that you check that you have read the notes.
I may require access to your property in order to carry out viewing with prospective tenants. I will contact you in advance with any appointments.
Thank you and looking forward to hearing from you.

Yours sincerely
Landlord A Landlord

[Your Name] currently holds the title of [Your Job Title]. [Your Name] works on a [Full-Time/Part-Time] basis and works [#] hours per week. [Your Name] earns \$[Insert Dollar Amount] on a [Hourly/Daily/Weekly/Bi-Weekly/Monthly/Quarterly/Annual] basis. If you have any questions or require additional information, please do not hesitate to contact me at [Employer Phone Number and/or Employer Email Address]. Sincerely, [Space for Employer Signature][Print Employer Name][Employer Title][Date] If your employer is filling the information in themselves, remember to look over everything in the letter once you get it back. Aside from typos, you want to make sure there's nothing in there that contradicts the information you included in your rental application. Request edits if needed, then send your letter off to the landlord. Don't let the rental application process become more stressful than it can be already. Putting together all the pieces of a strong rental application doesn't have to be hard. You can make your life a little easier by having your proof of employment and steady income ready to go. Acceptable additional documents to go along with your letter can include a W-2 tax form, your last two pay stubs, your most recent bank statements, and the past year or two's tax returns. Your employer will thank you for simplifying the process on their side, and you'll give your future landlord instant peace of mind by showing you have the funds and sense of responsibility needed to pay rent on time. Landlords understand hardships and hard times. You do not necessarily need a job for proof of income. Other acceptable proof of income sources landlords typically accept are 1099 forms, spouse and child support letters, retirement pensions, unemployment benefits, workers compensation letters, social security benefits, Veterans Affairs disability benefits letters, an annuity statement, court-ordered proof of award letter, and pension distribution statements. You'll want to include your name, job title, phone number, and email address, your employer's name, job title, phone number, and email address, income details whether salaried or hourly wage, and the number of hours you work weekly. Most often than not, pay stubs, bank statements, and W2s as proof of income. Your landlord will also most certainly call your place of employment to verify you are still employed there at the time of submitting a rental application. As long as the details in your letter are present and correct and verified by your employer, you are fine to write your own. But remember that you may also need to present other forms or documents for proof. You can present your landlord with pay stubs, they'll usually want to see your last two most recent pay stubs. If you do direct deposit, your most recent monthly bank statement will work.

(Specimen) Landlord Letter/Notice to Tenant to Increase/Raise Rent
© lettersformats.com/2018/07/letter-to-tenant-notice-for-increase-of-rent.html

Date:

To
(Tenant Name)
(Full Address)

Subj.: Increase of Rent

Dear

I am writing to you regarding the increase of rent for the property rented to you with reference to the rent agreement dated between us. You would appreciate a period of 15 months have already passed since your stay in the rented premises, however, I have not raised the amount of rent yet. I am compelled to state that with the high inflation in prices and cost of living, it is not justified on my part to rent that property at the current rental amount of I understand you might also be facing the burden of inflation in the economy, hence, I have decided not to increase the rent steeply.

Therefore, I am proposing an increase of rent by 5% above current amount. The new rent amount of will be applicable from the month of A new renewal agreement will be entered into from the said month, I will send you across the rent agreement copy once I receive it from my legal advisor. I request your kind cooperation in the matter.

Feel free to call upon me anytime to discuss the matter if you so desire.

Have a nice day / evening.

Thanking you,

Yours truly,

(signature)

(Landlord Name)

Or you can also use your previous year's federal tax return. You will have to use bank statements and/or tax documents to prove your income to your landlord. You can also provide 1099 forms, profit and loss statements, or self-employed pay stubs. Legal documents you'll most likely need to provide are invoices, tax documents, letters from people who pay you to include contracts from clients, and receipts or official ledgers. Unfortunately there's no getting around some form of income verification letter. If you have no income from a job and cannot provide a yearly salary verification letter, social security benefit verification letter, retirement or pension, disability benefits, or other streams of income, you would need a Letter of Support written for you on your behalf by a loved one, caretaker, or social worker. This should include your monthly/annual stipend or how much that person is providing you monthly for cost of living. Ready to find your next apartment? Search thousands of apartments for rent on Zumper and use this template when seeking proof of employment. ZumperZumper's team of rental experts provides you with the latest rental tips, trends, and local laws to help you find great apartments and homes across the country. Renting with pets can present new challenges, from finding pet-friendly apartments to pet-proofing your space.... Whether you're just starting your journey as a renter, or a seasoned apartment dweller, you'll... For many, living alone is a coveted luxury. You can keep your space as tidy... A letter of employment, or an employment verification letter, is a formal correspondence to validate an employee's work history. You will generally be asked to write a letter of employment by the employee themselves or an interested third party. Why Might You Need to Write a Letter of Employment? An employee might need to validate their work history in the following contexts: A prospective employer needs to confirm the information provided by the employee on their job application. The employee is applying for a mortgage, credit card or loan, and

the lender needs to confirm they can maintain the repayments. The employee wants to rent a property and the landlord needs to confirm they can afford the rent. For immigration or visa purposes. To obtain an expedited passport to travel urgently on business.

How Is an Employment Verification Letter Different to a Background Check or Reference? A background check will verify everything about an employee's background, from their employment history to their previous addresses to whether they have a criminal record. A reference check will be broader and often include details about the employee's work performance, personality and work ethic. In contrast, an employment verification letter will only include factual details about the employee's employment, such as their job title and how long they have worked at the company. Its purpose is only to confirm an employee's work history and eligibility to work. How Do I Write an Employment Verification Letter? To structure your letter correctly, follow these guidelines in order. 1.

[Name]
[Address]
[Date]

Sub: Verification of address and designation of [Name of Employee]

This letter is written to confirm that [Name of Employee] is a fulltime employee of our company. He/she works as a Software Developer and has/her annual payment is [Salary Amount]. He/she is working with our organization since [Date]. He/she has also submitted the details pertaining to permanent residence.

The job responsibilities that [Name of Employee] is entitled to, in our company, include development of software based on object-oriented approach; he/she also carries out tasks related to design and analysis of software. The different software platforms which he/she has worked on are [Name of Software Platforms]. He/she is well-versed with the [Name of Programming Language] programming language.

You may contact our office if you intend to find any further information about [Name of Employee].

Sincerely,

[Employee/Concerned Person]
[Name of Company]
[Contact Information]

Who Are You? The way you approach writing a letter of employment will depend on who you are: The employee's employer - In this situation, you will have full control over the content of the letter. However, you must ensure you respect the privacy of your employee. If you disclose too much information and the employee suffers harm (such as not getting a job) because of your letter, you could face legal action for defamation or discrimination. The employee - If you are writing your own letter of employment, you can worry less about the repercussions of what you say. However, your employer must approve the contents of your letter and add their own signature to authenticate it. Every employment verification letter should include the following information: The employer's: Contact details Position in relation to the employee Signature The employee's: Be aware that in some states, you will be required to obtain a signed release form from your employee to disclose any information in your employment verification letter. There are no federal employment laws regarding what an employer can and cannot disclose regarding their employees and former employees. However, civil protections and state laws add additional protections for employees. Employers should take a defensive stance when writing letters of employment, to avoid any expensive and time-consuming legal challenges by the employee. Employment verification letters should only include verifiable facts, and not include details relating to the employee's performance or overall character. Familiarize yourself with your state laws and keep your letter short and to the point. Here are some key points on what not to include: Confidential information regarding performance. It is generally not good practice to mention the employee's performance in an employment verification letter, due to the potential damage to the employee's reputation and the legal pitfalls. In some states, it is actually illegal to mention an employee's performance. Class-protected information. Employers are not allowed to disclose any information which is class-protected and discriminatory towards the employee. This includes the employee's health, disability, religion, sexual orientation and marital status. Never include this information in your employee verification letter. Financial information, unless the employee consents and it is necessary. You should not include financial information, eg details of salary, bonuses or overtime, unless the employee has expressly authorized you to do so. Before including financial information, consider whether it is essential for the requester's purpose. For example, while a prospective employer might be interested in the employee's salary, they do not need it to make an informed decision about the employee's suitability for the job. Conversely, a bank will need financial information to make an informed decision about whether to offer the employee a mortgage. Incorrect information. Obviously, an employer is not permitted to disclose incorrect information maliciously. However, there could also be adverse consequences if you unknowingly do so. Do your due diligence. If you are the employer, have a meeting with the employee to confirm the information and authorize its disclosure. If you are the employee, ensure all information is checked with the relevant workplace departments (for example, Payroll), and ensure your employer is happy to sign your letter. Other things employers should not disclose include: Historic or pardoned criminal convictions Whether an employee has a valid driving licence Whether an employee has ever failed a drugs test Credit reports and score Bankruptcy filings Any other information that you choose to include, in addition to the dates of employment, is dependent on the identity of the requester and the context in which the letter of employment has been requested. Here are some examples of information you could include within specific contexts: Letter to a Prospective Employer In addition to the above information, you may also want to include: The employee's job title A brief description of the employee's job role and responsibilities The employee's salary In some states, it is illegal for employers to inquire about an employee's salary. If you are an employee, do not feel obligated to disclose your salary history. If you are an employer, you should obtain written consent from the employee before disclosing any financial information. In this situation, the requester wants to know if the employee is in steady employment and can maintain payments. They will require financial information but no information regarding the employee's job role and responsibilities. Make sure you include: The employee's salary Details of any bonuses or overtime payments received during their employment A Letter to Support an Application for a Green Card or Other Immigration Visas For example, if the employee's spouse is seeking to live in the country, they may need to provide evidence that they can support them. These employment verification letters should include: The employee's job title A description of the employee's responsibilities Salary details You may also want to get the letter notarized to add to its authenticity. Formatting Your Employment Verification Letter To give your employment verification letter legitimacy, it needs to be written in formal business English and impeccably formatted. Here are some tips for formatting your letter: Use the employer's letterhead. Write the company's address and the date at the top of the page. After the company's address, but before the salutation, insert a subject line stating the purpose of the letter. For example, 'Subject: Employment Verification for [employee's name]'. Address the letter to a specific person, or, if you do not know the name of the recipient, address the letter to the company. If you do not know the name of a specific person or company, address the letter 'To Whom it May Concern'. After the salutation, use a colon instead of a comma as this is considered more formal.