

THE RESERVE AT LAKE CAROLINA  
4920 HARDSCRABBLE ROAD  
COLUMBIA, SOUTH CAROLINA 29229  
Phone: 803-699-9985 Fax: 803-699-9336

Employment Verification

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

To: \_\_\_\_\_  
Employer

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_ has applied for residency at our rental community. As a part of our verification process, we must obtain verification of his/her employment and gross income.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide the information requested below and return the original document to the leasing office unless otherwise directed. **Our fax number is 803-699-9336.**

Thank you in advance for your prompt attention.

The Reserve at Lake Carolina Management

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*The following needs to be provided by the employer:*

Hire Date: \_\_\_\_\_

Currently Employed? \_\_\_\_\_ (Termination Date) \_\_\_\_\_

Gross Pay: \_\_\_\_\_ Hourly \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Yearly \_\_\_\_\_

Weekly Hours Worked: \_\_\_\_\_

Is the employee compensated for overtime? Yes \_\_\_\_\_ No \_\_\_\_\_

Average overtime hours worked per Week / Month / Year \_\_\_\_\_

Does the employee receive other compensation? Yes \_\_\_\_\_ No \_\_\_\_\_

Does the employee receive a bonus per Week / Month / Year? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you anticipate an increase in pay? Yes \_\_\_\_\_ No \_\_\_\_\_ (Amount) \_\_\_\_\_

Other remarks regarding the employee's income:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employer's Signature/ Title

\_\_\_\_\_  
Date