

# GSG Property Management

Office: (210) 930-4440 ❖ <https://thegsgteam.com>

## AUTHORIZATION FOR EMPLOYMENT VERIFICATION

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

### TO BE COMPLETED BY APPLICANT

#### 1. Authorization by rental applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Print Name: \_\_\_\_\_ Phone#: (     ) \_\_\_\_\_

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

#### 2. Person requesting the rental reference

GSG Property Management  
11961 Starcrest, San Antonio, TX 78247  
Office: (210) 930-4440

#### 3. Applicant's employment information: (check one) Present OR Prior

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor/HR Manager's Name: \_\_\_\_\_

Employer/HR Phone# (     ) \_\_\_\_\_ Email address : \_\_\_\_\_

Inclusive Date of Employment: : \_\_\_\_\_ to \_\_\_\_\_

Current Gross Income: \$ \_\_\_\_\_ (Check One)  Hourly  Bi-weekly  Monthly  Yearly