



REALTY INCORPORATED

EMPLOYEE COVER SHEET

(To be completed by the Community/Property Manager)

(Community/Property Name)

Employee Name: _____

Home Phone: _____ SS# _____

Current Address: _____

Contact in case of emergency: _____
(name/relationship/phone)

Position/Title: _____ GL# _____ Effective Date: _____

Pay Rate:
Hourly: _____ Weekly: _____ Biweekly: _____ Annual: _____

Health/Life/Dental Insurance: YES _____ Date _____ NO _____

Other Comments: _____

Date: _____ Manager Approval _____

This employee is replacing: _____

This form must be forwarded to the payroll department attached to the application, federal and state tax forms, I-9 form, state new hire form, direct deposit form and release authorization form.



COMMITMENT TO SERVICE SINCE 1971

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