

EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: _____
Employer [company] Name & Address _____

Phone Number _____

Fax Number _____

RE: _____
Applicant/Tenant Name _____
Social Security Number _____

Unit # (if assigned) _____

I hereby authorize release of my employment information.

Signature of Applicant/Tenant _____ Date _____

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential and will be used solely for the purpose of determining eligibility for occupancy. Your prompt response is crucial and greatly appreciated.

Signature of Owner's Representative _____
Return Form To:

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____
Presently Employed: Yes ___ Date First Employed _____ No ___ Last Day of Employment _____
Current Wages/Salary: \$ _____ per (circle only one) hourly weekly bi-weekly semi-monthly monthly yearly other _____
Frequency of Pay: (circle only one) daily weekly bi-weekly semi-monthly monthly yearly other _____
Ave # of regular hours per wk: _____ Year-to-date earnings: \$ _____ From ____/____/____ through ____/____/____
Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____
Shift Differential Rate: \$ _____ per hour Average # of shift differential hours per week: _____
Commissions, bonuses, tips, other: \$ _____ (circle only one) hourly weekly bi-weekly semi-monthly monthly yearly other _____
List any anticipated change in the employee's rate of pay within the next 12 months: _____; Effective date: _____
If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____
Additional remarks: _____

Employer's Signature _____ Employer's Printed Name _____ Date _____

Employer [Company] Name and Address _____

Phone # _____ Fax # _____ E-mail _____

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction. (Updated 11/06)