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## EMPLOYMENT VERIFICATION

TO: \_\_\_\_\_

DATE: \_\_\_\_\_ APT. #: \_\_\_\_\_

TEL #: \_\_\_\_\_

DEVELOPMENT NAME: \_\_\_\_\_

APPLICANT/RESIDENT: \_\_\_\_\_

FROM: \_\_\_\_\_

FAX #: \_\_\_\_\_

TEL #: \_\_\_\_\_

In order to comply with federal regulations requesting verification on all income, assets and allowances for residents of tax credit housing, please complete the following information and return it as soon as possible to the above address.

I hereby authorize release of any information requested regarding my income, assets, and allowances.

\_\_\_\_\_  
Applicant/Resident Signature

\_\_\_\_\_  
Social Security Number(s)

**TO BE COMPLETED BY THE EMPLOYER: All questions have to be answered with correct information or n/a. If verification is not filled out completely, we will be calling you to telephone verify.**

1. Job Title: \_\_\_\_\_ 2. Gross Wage: \$ \_\_\_\_\_ /hour

3. Gross Salary: \$ \_\_\_\_\_ /year 4. Average Hrs./Week: \_\_\_\_\_

5. No. of Weeks/Yr.: \_\_\_\_\_ 6. Avg. Overtime Hrs./Week: \_\_\_\_\_

7. Forecast Overtime (next 12 mos.): \_\_\_\_\_ 8. Overtime Wage/Hour: \$ \_\_\_\_\_

9. Date of Hire: \_\_\_\_\_ 10. Has Employment been Continuous? \_\_\_\_\_

11. Date of Last Wage Increase: \_\_\_\_\_ 12. Amount of Last Wage/Hour Increase: \$ \_\_\_\_\_

13. When is Next Wage Increase Expected? \_\_\_\_\_ 14. Next Expected Wage Increase/Hour: \$ \_\_\_\_\_

15. Paid Vacation Days/Yr: \_\_\_\_\_ 16. Does employee participate in a 401K/retirement account?  YES  NO

17. Any Additional Compensation (i.e., tips, commissions, bonuses, etc.?)  YES  NO

**If YES, please complete compensation type and amount below.**

Compensation Type: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Verifying Information

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### OFFICE USE ONLY:



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap or familial status.

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