

Employment Verification

Purpose: To verify an applicant's/resident's income.

Note: This form must be mailed or faxed to the resident's employer by on-site personnel. The resident cannot "hand carry" the form to his/her employer.

Specific Instructions:

1. Enter name and address of employer.
2. Use this section to document when the verification was sent.
3. Enter the fax number and the person's name that the verification was sent.
4. Enter applicant's/resident's name.
5. Enter Social Security number. *
6. Enter unit number if assigned.
7. Have resident sign his/her name and enter date before mailing to employer.
8. Property Representative signs.
9. Enter Property Representative's phone number including area code.
10. Enter project name and address.

Lower portion of form to be completed by employer only. There is a new sentence that requires the employer to view picture identification if no Social Security number was provided. Make sure that each question/section is completed. If a question is not answered by the employer, you need to call and clarify.

* **Note:** For privacy reasons, a resident may elect to **not** provide his/her Social Security number on this form. Residents who do not provide their Social Security number should sign Certification #2 on the *Identification Certification* form.

