

# Employment Verification

Source Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Source Address: \_\_\_\_\_ **Property Name:** \_\_\_\_\_  
\_\_\_\_\_ **Property Address:** \_\_\_\_\_  
\_\_\_\_\_

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits. We ask your cooperation in providing the following information and returning it to the person listed above. Your prompt return of this information will help to ensure timely processing of the application for assistance.

**Your assistance in completing this form accurately and timely is greatly appreciated.**

## Applicant/Tenant Release Statement:

**Applicant/Tenant Name:** \_\_\_\_\_

I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

*The applicant/tenant may not sign the consent if the form does not clearly indicate who will provide the requested information and who will receive the information.*

**Signature:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If the item does not apply, please indicate by placing "N/A" in the appropriate space.**

Position or Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

### Compensation Information

Hourly wages: \$ \_\_\_\_\_ Has employment been continuous? \_\_\_\_\_ Yes \_\_\_\_\_ No  
# of hours / week \$ \_\_\_\_\_ If No, please explain: \_\_\_\_\_  
# of weeks / year \$ \_\_\_\_\_

### Overtime Information

Hourly overtime wages: \$ \_\_\_\_\_ Is overtime seasonal? \_\_\_\_\_ Yes \_\_\_\_\_ No  
# of Hours overtime / week \$ \_\_\_\_\_ # of weeks of overtime / year \_\_\_\_\_  
# of weeks / year \$ \_\_\_\_\_

### Raise Information

Next raise amount: \$ \_\_\_\_\_/Hour Date of next raise: \_\_\_\_\_  
Comments: \_\_\_\_\_

### Additional Compensation Information

Tips / week: \$ \_\_\_\_\_ Bonuses, commissions, or other: \_\_\_\_\_  
Comments: \_\_\_\_\_

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**Signature of Source:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Date Form is Completed:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a)(6),(7)and(8.) Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6)(7) and (8).