

EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY RESIDENT

TO: (Name & address of Employer)
1st Request
2nd Request
Fax #:
Attn:
RE: Applicant/Resident Name Social Security Number Unit # (if assigned)

I hereby authorize release of my employment information.
Signature of Applicant/Resident
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 to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner/Management Agent
Return Form To: Woodstone Village Apartments
P. O. Box 536
Big Stone Gap, VA 24219
Phone: (276) 523-4788 x 100
Fax: (276) 523-5141

THIS SECTION TO BE COMPLETED BY EMPLOYER

Please use GROSS amounts and do not leave any sections blank; enter zero "0" if hours or amounts are not applicable.

Employee Name: Job Title:
Presently Employed: Yes No Date First Employed Last Day of Employment
Current Wages/Salary: \$ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other
Number of regular hours per week:
Overtime Rate: \$ per hour Number of overtime hours per week:
Shift Differential Rate: \$ per hour Number of shift differential hours per week:
Commissions, bonuses, tips, other: \$ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly
Does the employee participate in a 401(K) Retirement Account? YES NO Can employee access the account? YES NO
What is the total amount in the 401(K) that is accessible to the employee without terminating or retiring? \$
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.