

**THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT**

**TO:** Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**FROM:** Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**RE:** Name: \_\_\_\_\_

I hereby authorize release of the requested information. Information obtained under this document is for the purpose of determining eligibility for occupancy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The person listed above has indicated that he/she is employed with your organization. The information provided will remain confidential and will be used solely for the purpose of determining eligibility for occupancy.

**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: \$ \_\_\_\_\_  hourly  weekly  bi-weekly  semi-monthly  monthly  yearly  Other \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_ Year-to-date earnings: \$ \_\_\_\_\_ through: \_\_\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour Average # of overtime hours per week: \_\_\_\_\_

Shift Differential Rate: \$ \_\_\_\_\_ per hour Average # of shift differential rate hours per week: \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_  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: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Printed Name: \_\_\_\_\_ Employer [Company] Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**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

