

# Employment Verification

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
Applicant/Tenant Name Social Security Number Property & Unit Number

I hereby authorize release of my employment information.

\_\_\_\_\_  
Signature of Applicant/Tenant 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 Signature

FAX THIS FORM TO:

Port Terrace Apartments  
1587 W. Portview Drive  
Port Washington, WI 53074  
Tel #: 262-284-4477 Fax#: 262-284-4476

## THE FOLLOWING SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Presently Employed: Yes: \_\_\_\_\_ Date Employed: \_\_\_\_\_ No: \_\_\_\_\_ Last Day of Employment \_\_\_\_\_  
Current Wage/Salary: \$ \_\_\_\_\_ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other \_\_\_\_\_  
Average # of regular hours per week: \_\_\_\_\_ Year-to-date earnings: \$ \_\_\_\_\_ From / / Thru: / /  
Overtime Rate: \$ \_\_\_\_\_ per hour Average # of overtime hours per week: \_\_\_\_\_  
Shift Differential Rate: \$ \_\_\_\_\_ per hour Average # of shift differential hours per week: \_\_\_\_\_  
Commissions, bonuses, tips, other: \$ \_\_\_\_\_ (circle one) 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 Employer's Printed Name Date

\_\_\_\_\_  
Employer Name (Company) and Address

\_\_\_\_\_  
Employer's Phone # Fax # E-mail Address

**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.