

**TENNESSEE HOUSING DEVELOPMENT AGENCY
EMPLOYMENT VERIFICATION**

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY APPLICANT.

TO: (Name & address of employer) _____ Date: _____

_____ Property Name _____ Project Identification _____ Property Fax Number

RE: _____ Applicant Name _____ Social Security Number _____ Unit No. (if assigned)

I hereby authorize release of my employment information.

_____ Signature of Applicant _____ 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.

_____ Signature of Manager/Management Company _____ Date

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: \$ _____ (Circle) Hourly Weekly Biweekly Semimonthly Monthly Annually Other

Average No. of regular hours per week: _____ Year to date earnings: N/A _____ through _____

Overtime Rate: \$ _____ per hour. Average number of overtime hours per week: _____

Shift Differential Rate: \$ _____ per hour. Average number of shift differential hours per week: _____

Commissions, Tips, Bonuses: \$ _____ (Circle) Hourly Weekly Biweekly Semimonthly Monthly Annually Other

List any anticipated change in the employee's rate of pay within the next 12 months: _____

_____ Effective date of change: _____

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

_____ Telephone Number _____ Fax Number _____ 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.