

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

<p>To: Name: _____ Address: _____ _____ _____ Phone: _____ Fax: _____</p>	<p>From: Name: _____ Address: _____ _____ _____ Phone: _____ Fax: _____</p>
<p>RE: Name: _____</p>	

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 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: _____ Employer's Printed Name: _____ Date: _____

Employer [Company] Name: _____ 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