

Employment Verification

Employer Name: \_\_\_\_\_ Date: \_\_\_\_\_
Employer Address: \_\_\_\_\_ Employee Name: \_\_\_\_\_
\_\_\_\_\_ Employee Apartment No.: \_\_\_\_\_
Employer Phone: \_\_\_\_\_ Employee SSN or ID No.: \_\_\_\_\_

The undersigned employee has applied for a rental unit located in a project financed under the County of Sacramento Multifamily Housing Rental Program. Every income statement of a prospective resident must be stringently verified. Please indicate below the employee's current annual income from wages, overtime, bonuses, commissions or any other form of compensation received on a regular basis.

I hereby grant to you permission to disclose my income to \_\_\_\_\_ Apartments in order that they may determine my income eligibility for rental of an apartment located in their complex which has been financed under the County of Sacramento Multifamily Housing Rental Program

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INFORMATION REQUESTED:

1) Start Date of Employment \_\_\_\_\_ End Date of Employment (if applicable) \_\_\_\_\_
Present Position/Title: \_\_\_\_\_

2) A. BASE PAY: \$ \_\_\_\_\_
[ ] bi-weekly [ ] Semi-Monthly [ ] Hourly [ ] Weekly [ ] Other (Specify) \_\_\_\_\_

B. EARNINGS:

Table with 3 columns: Type, YTD Start \_\_\_/\_\_\_/20\_\_ End \_\_\_/\_\_\_/20\_\_, Past Year. Rows show dollar amounts for each category.

3) Average hours worked each week during current year \_\_\_\_\_ and past year \_\_\_\_\_.

4) Overtime: [ ] None [ ] Yes: Overtime hours \_\_\_\_\_
[ ] bi-weekly [ ] Semi-Monthly [ ] Hourly [ ] Weekly [ ] Other (Specify) \_\_\_\_\_

Bonus(es): [ ] None [ ] Yes: \$ \_\_\_\_\_
[ ] bi-weekly [ ] Semi-Monthly [ ] Hourly [ ] Weekly [ ] Other (Specify) \_\_\_\_\_

5) Anticipated changes in the next 12 months: \_\_\_\_\_

I hereby certify that the statements above are true and complete to the best of my knowledge.

Employer \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please return to: Apartment Name: \_\_\_\_\_

Address/Fax Number: \_\_\_\_\_

