EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

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

_____

_____

_____

RE: _____ _____ _____

Applicant/Tenant Name | Social Security Number | Unit # (if assigned)

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.

_____

Property Owner/Management Agent

OCR Property Management
507 E. Jefferson St.
Plymouth, IN 46563
574.936.7616(Ph) • 574.367.2164 (Fax)

RETURN FORM TO: davegoebel@remax.net

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name_____ Job Title _____

Presently Employed Yes ☐ Date First Employed _____ No ☐ Last Date of Employment _____

CurrentWages/Salary $_____ ☐ hourly ☐ weekly ☐ bi-weekly ☐ semi-monthly ☐ monthly ☐ yearly ☐ other_____

Average # regular hours per week _____ Year-to-date earnings $_____ from ___/___/___ through ___/___/___

Overtime Rate $_____ per hour Average # of OT 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 and 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.*