



CUMBERLAND HOUSING
Unlocking the Doors for Your Future

Income Verification

To:

Re:

Social Security #:

Dear Sir/Madame:

We are required to verify the incomes of all members of families applying for or living in federally assisted housing. Will you please supply the information requested below and return this letter to us as soon as possible? We will keep the information in strict confidence and use it only to determine your employee's eligibility for housing at a special rental rate. Your prompt return of this letter will be appreciated. A self-addressed, stamped return envelope is enclosed. Sincerely,

Property Manager

I hereby give my consent for the information sought by this letter to be released as requested.

Date	Signature
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1. Date Employed: _____ Occupation: _____
Last Day Employed: _____
2. Base pay rate: Hourly \$ _____ Weekly \$ _____ or Bi-Weekly \$ _____
Average hours worked per week (i.e. 32.5, not 30-40 hrs.) _____
Overtime-hourly rate: \$ _____
Average number of weekly overtime hours expected during next 12 months: _____
Other compensation not included above (specify for commissions, bonuses, tips, etc.)
For _____ \$ _____ Per _____
3. Is pay received for vacation? _____ Number of days per year: _____
4. Base earnings past 12 months \$ _____ Overtime earnings past 12 months \$ _____

Employer Name: _____ Date: _____

Signature: _____ Title: _____

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The Housing Authority of the City of Cumberland
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