

CITY OF MCDONOUGH HOUSING AUTHORITY
P.O. Box 23; 345 Simpson Street
McDonough, GA 30253
770.957.4494(Telephone) - 770.957.1593(Fax)

EMPLOYMENT VERIFICATION

DATE: _____

Agency Name: _____

Address: _____

Telephone: _____

Tenant Name: _____

Address: _____

Telephone: _____ Fax: _____

SS#: _____

Dear Sir/Madam:

We are required to verify the incomes of all family members living in or applying for public housing. We ask for your cooperation by supplying the information requested below about the referenced person. We will use any information you provide only to determine the family's eligibility and rent, and pledge to keep the data strictly confidential.

We would greatly appreciate your prompt return of this letter. Note that the person referenced has authorized your release of the information. Please fax or mail back. If you have any questions, please call (770) 957-4494 ext. 3.

1. **Employed Since:** _____ 2. **Employment Ended:** _____
3. Job Title: _____
4. Pay Rate: \$ _____
5. Pay Type: _____ Hourly _____ Salary _____ Fixed
6. Hours Worked _____
7. Frequency: _____ Weekly _____ Bi Weekly _____ Semi-monthly _____ Monthly _____ Annually
8. Is this person likely to get Overtime? Yes _____ No _____
If yes, Overtime Pay Rate \$ _____ Number of hours received per week _____
Average number of Overtime hours expected during the next 12 months: _____ Annual Hours
9. Any other compensation not listed above? Please specify for commissions, bonuses, tips, etc.
For _____ \$ _____ per _____
10. Is pay received for vacation? Yes _____ No _____ if yes, number of days/year: _____
- 11 Total Annual Income for last year: \$ _____
12. Total Overtime Earnings for last year: \$ _____

Firm Name: _____

Fax#: Number _____ **PH#:** _____

Address: _____

Name of Person Completing this Form: _____ **Date:** _____

Title: _____ **Signature:** _____

Applicant/Tenant Release

I, _____, hereby authorize the release of the requested information to the McDonough Housing Authority. Thank you.

This form must be completed by your employer and returned or faxed by your employer. We will not accept any income verifications that are returned by applicant/tenant.

Revised June 2012

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