

[Management Agent Letterhead]

EMPLOYMENT VERIFICATION

To: _____

Date:

_____ has applied for residency/ is a resident at _____. As part of our processing, it is necessary that we obtain verification of his/her employment and anticipated GROSS annual income. The attached release and consent form authorizes the release of information regarding the applicant's employment and income.

Please complete the section below and return it in the enclosed self-addressed stamped envelope. (Please mail rather than have the above individual hand deliver.) Thank you in advance for your prompt attention.

Sincerely,

(Apartment Manager)

THE FOLLOWING TO BE COMPLETED BY EMPLOYER:

Anticipated Gross Income for the Next Twelve Months

| | | | |
|-----------------------------|----------|----------|----------|
| Hourly | \$ _____ | Weekly | \$ _____ |
| No. of hours per week | _____ | | |
| Bi-weekly | \$ _____ | Monthly | \$ _____ |
| Overtime: Average per | \$ _____ | \$ _____ | \$ _____ |
| | Day | Week | Month |
| Tips, Commissions, Bonuses: | | | |
| Average per | \$ _____ | \$ _____ | \$ _____ |
| \$ _____ | Day | Week | Month |
| Year | | | |

- or -

Total anticipated gross annual income for the next twelve months (including tips, bonuses or overtime if applicable)

\$_____.

| | |
|----------------------|------------------|
| Employer's Signature | Date |
| Title | (____) Telephone |

WARNING: 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.

[Management Agent Letterhead]

ASSET VERIFICATION

Name and Address of Bank: _____

RE: _____ SSN: _____
Applicant/Tenant Name

Applicant/Tenant Address City, State Zip Code

The above person(s) has applied for tenancy/is a resident at _____. As part of our processing we require verification of the household's income, expenses and other information related to eligibility. The individual has authorized below your release of the required information. The information you provide will be used only for the purpose of determining the household's eligibility for tenancy. We are required to complete our verification process in a short time period and would appreciate your prompt response. If you have any questions, please feel free to contact our office.

Permission by: _____
(Applicant) (Date)

Please complete the section below and return it in the enclosed self-addressed stamped envelope. (Please mail rather than have the above individual hand deliver.) Thank you in advance for your prompt attention.

Sincerely,

(Apartment Manager)

TO BE COMPLETED BY INSTITUTION

CHECKING ACCOUNT

| <u>Account Number(s)</u> | <u>Average 6 Month Balance(s)</u> | <u>Interest Rate, If Any</u> |
|--------------------------|-----------------------------------|------------------------------|
| _____ _____ % | \$ _____ | _____ |
| _____ _____ % | \$ _____ | _____ |
| _____ _____ % | \$ _____ | _____ |

SAVINGS ACCOUNT

| <u>Account Number(s)</u> | <u>Present Account Balance(s)</u> | <u>Rate</u> | <u>Annual Interest Withdrawal Penalty</u> |
|--------------------------|-----------------------------------|-------------|---|
| _____ | \$ _____ | _____ | % _____ |
| _____ | \$ _____ | _____ | % _____ |
| _____ | \$ _____ | _____ | % _____ |

CERTIFICATE OF DEPOSIT

| <u>Account Number(s)</u> | <u>Present Account Balance(s)</u> | <u>Rate</u> | <u>Annual Interest Withdrawal Penalty</u> |
|--------------------------|-----------------------------------|-------------|---|
| _____ | \$ _____ | _____ | % _____ |
| _____ | \$ _____ | _____ | % _____ |
| _____ | \$ _____ | _____ | % _____ |

TRUST

Value of Trust Fund Administered: \$ _____
 Anticipated Amount of Income to be earned by Trust over next 12 months: \$ _____

PROPERTY

Value of Equity in Real Property \$ _____

I certify that the above information is true and correct.

Name of Official

Title of Official

Name of Institution

Signature

Address

Date

City, State, Zip Code

Telephone Number

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TENANT INCOME VERIFICATION FORM

Documentation of Telephone Verification

Tenant Name: _____ Date: _____
Address: _____

_____ has applied for residency/is a resident at
_____. This form documents employer's verification of his/her
employment and gross annual income.

INCOME REPORT BY:

Anticipated Gross Income for the Next Twelve Months

Hourly \$ _____ Weekly \$ _____
No. of hours per week _____

Bi-weekly \$ _____ Monthly \$ _____

Overtime: Average per \$ _____ \$ _____ \$ _____
Day Week Month

Tips, Commissions, Bonuses:
Average per \$ _____ \$ _____ \$ _____
\$ _____ Day Week Month
Year

- or -

Total anticipated gross annual income for the next twelve months (including tips, bonuses or overtime if applicable)

\$ _____.

Name of Employer

Date and Time

Contact Person

(_____) _____
Telephone

Title

Management Staff (Signature)

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**FDIC
AFFORDABLE HOUSING PROGRAM
TENANT INCOME CERTIFICATION**

PART I: SUMMARY OF HOUSEHOLD INCOME DATA

| | | | |
|---|--------------|--------------------------|---|
| 1. Name (Last, First) A. B. C. D. | 2. Household | | 3. Check one: <input type="checkbox"/> Initial Certification <input type="checkbox"/> Recertification |
| | A. Size | B. VLI _ LI _ OI _ | |

A. Assets:

| Household Member | Asset Description | Total Cash Value | Income from Assets |
|---|-------------------|------------------|--------------------|
| A. | | | |
| | | | |
| | | | |
| | | | |
| 4. Total Net Value of Assets | | 4. \$..... | |
| 5. Total Actual Asset Income | | | 5. \$..... |
| 6. If line 4 is greater than \$5,000, multiply line 4 by passbook savings rate and enter result here; otherwise, leave blank. Passbook savings rate = _____% | | | 6. \$..... |

B. Anticipated Annual Income:

| Household Member | a. Wages/ Salaries | b. Benefits/ Pensions | c. Public Assistance | d. Other Income | e. Asset Income |
|------------------|--------------------|-----------------------|----------------------|-----------------|---|
| A. | | | | | Enter the greater of lines 5 or 6 in box e. |
| B. | | | | | |
| C. | | | | | |
| D. | | | | | |
| | | | | | |
| 7. Totals | a. | b. | c. | d. | e. |

| | |
|---|------------|
| 8. Enter total of items 7a. through 7e. This is <u>Annual Income</u> | 8. \$..... |
|---|------------|

