

Montgomery County Housing Authority

Employment Verification

Applicant/Tenant Name _____ Date _____

Head of Household Name _____

Address _____ Phone _____

_____ SS # _____

I, _____, hereby authorize _____
Tenant Employer

To release the requested information below regarding my employment and compensation.

Signature _____ Date _____

The person named above is an applicant/participant on the Housing Choice Voucher Program. HUD eligibility regulations require a verification of income. The applicant/participant has authorized by signing above, the release of the requested information. The information you provide will remain confidential and will be only used to determine program eligibility and rent portion.

Thank you,

Montgomery County Housing Authority
Tel: 936-539-4984 / Fax: 936-539-4758

PHA USE ONLY:
Phone Verification
Date: _____
Initials: _____

The employee cannot fill out this form. It must be filled out and signed by the owner, manager or other human resources personnel. Please complete each blank if something does not apply please put "0" or N/A.

Start Date ____/____/____ Position/Title _____

Current Position is: Fulltime____ Part-time____ Contract____ Temporary____ Seasonal____

Current Position Pay Schedule: Weekly____ Bi-Weekly____ Semi-Monthly____ Monthly____

Average # of hrs per wk: _____ Gross YTD \$ _____ as of ____/____/____

Current Rate of Pay: \$ _____ per Hour____ Week____ Month____ Other____

Is this employee paid: Year Around / Academic Calendar

Does this person ever receive overtime? _____ If yes, how often _____

Current Rate of Overtime Pay: \$ _____ per Hour____ Week____ Month____ Other____

Estimated weekly Tips____ Commissions____ Bonuses____ Other____

Do you anticipate that this person will receive a pay raise in the next 12 months? _____ If yes when _____ and what will the pay increase amount be \$ _____.

Additional Comments: _____

Company Name _____ Phone # _____

Company Address _____

Printed Name _____ Title _____

Signature of Representative _____ Date _____