

TEL: 404-270-2500
HOUSING CHOICE VOUCHER FAX:
404-270-2643
www.dekalbhousing.org

750 Commerce Drive
Suite 201
Decatur, Georgia 30030



HADC USE ONLY

Tenant ID #: _____

HADC Advisor: _____

Form Revised 04/07/2016

Verification of Employment Income

Date: _____

Name: _____ SSN #: _____

Address: _____ Phone Number: _____

City, State, Zip _____

PURPOSE:

The Housing Assistance Program is based on income. We are required by Federal law to verify three income of your employee listed above to determine eligibility for the Section 8 Housing Assistance Rental Program.

I hereby give consent for the employment verification information to be released as requested which is necessary for the determination of eligibility and level of housing rental assistance on my behalf.

Client's Signature: _____ Date: _____

Please return the completed form to the person requesting this verification within **ten (10) days** from the date received. Your prompt response is greatly appreciated. (Thank you!)

Occupation: _____ Employed Since: _____

SALARY: Base rate of pay: \$ _____ per (please check one) Hourly Weekly Bi-Weekly Monthly

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Average hours per week at Base Pay Rate: _____ Week _____ Month _____ or Worked per Year _____

Anticipated Salary during next 12 months: \$ _____

Regular number of Hours per week (if paid by the hour): _____ Overtime Pay Rate: _____

Number of hours per week (if paid by the hour): _____ Overtime Pay Rate: _____

Number of hours of overtime during the next 12 months: _____

Other compensation not included above (specify for commissions, bonuses, tips, etc.) \$ _____

Per _____ for _____

If employed less than one year, list total amount of earned income to-date: _____

If no longer with your company, please give Date of Termination: _____

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Print Name of Person supplying information: _____

Signature: _____ Title: _____

Name of Company/Firm: _____

Company Telephone Number: _____ Company Fax Number: _____

Today's Date: _____

MISSION: To provide sustainable and affordable housing as a platform to enhance lives.