

# Landlord Tenant Wage Verification Request Form

**Instructions to Tenant/Applicant:** Please complete the authorization section below. Your employer will complete the wage verification section.

**Instructions to Employer:** Please complete the verification section below and return this form directly to the landlord/property manager listed below.

---

## Part 1: Tenant / Applicant Authorization

Tenant/Applicant Full Name:

Current Address:

Phone Number:

Social Security Number (Last 4 Digits):

Employer Name (Company):

Employer Address:

I hereby authorize my employer to release my wage, salary, and employment information to the landlord/property manager listed below for the purpose of verifying my income for housing eligibility.

Tenant Signature (Sign after printing):

Date:

---

## Part 2: Landlord / Property Manager Information (Return To)

Landlord/Property Manager Name:

Return Address:

Phone Number:

Email Address:

---

## Part 3: Employer's Wage Verification (To be completed by Employer)

Employee Job Title:

Date of Hire:

Employment Status (e.g., Full-Time, Part-Time, Temporary):

Current Gross Salary or Wage Amount:

Frequency of Pay (e.g., Hourly, Weekly, Bi-weekly, Monthly):

Average Hours Worked Per Week:

Overtime Rate (if applicable):

Average Overtime Hours Per Week:

Other Compensation (e.g., Bonuses, Commissions, Tips):

Probability of Continued Employment:

Authorized Representative Name and Title:

Authorized Representative Phone Number:

Authorized Representative Email:

Employer Signature (Sign after printing):

Date: