

VERIFICATION OF TERMINATION OF EMPLOYMENT

Applicant/Tenant Name _____ Date _____

Address _____ Phone _____

_____ Social Security# _____
The person named above is an applicant for Statewide Housing Assistance Payments Program HUD eligibility regulations require a verification of income, expenses and other information related to applicant/tenant eligibility. The applicant/tenant has authorized by signing below, the release of the requested information. The information you provide will remain confidential and will be used only to determine program eligibility and portion of rent. The Employee cannot fill out this form. This form must be filled out by the Owner, Manager or other Human Resource Personnel Authorized to give such information.

Phone Verification
Date: _____
Initials: _____

Thank you,

MCHA Representative
Phone: 936 539-4984
FAX: 936 539-4758

I, _____, hereby authorize _____
Client's Name Employer's Name
to release the information requested below regarding my employment and compensation.

Signature _____ Date _____

To be completed by Employer:

Employee's Name: _____ SS# on file: _____

Employee's Address on file: _____

Date Employed: ____/____/____ Date Terminated: ____/____/____

Last date Employee actually worked ____/____/____

Will Employee receive additional compensation for unused vacation or sick leave? Yes ___ No ___
If yes how much will they receive \$ _____

Will Employee receive any additional compensation for workman's compensation? Yes ___ No ___

If yes please give name address and telephone # of the company to contact for further information below:

Reason for termination? ___ Employee quit ___ Terminated for cause ___ Lack of work ___ Other ___

If terminated for lack of work, do you anticipate re-hiring this Employee? Yes ___ No ___

If yes, please give a reasonable expected date of when you expect to rehire them. ____/____/____

Company Name: _____

Address: _____

Signature of Authorized Representative

Title

Telephone Number _____

Date _____

Additional Comments: _____
