

## Documentation of Telephone Verification

Applicant/Resident: \_\_\_\_\_

Unit #: \_\_\_\_\_

1. Oral (telephone) verifications may be used when other methods are not feasible. Describe the reasons(s) that third-party written or first hand verifications are not feasible in this instance:

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2. In lieu of third-party written or first hand verification, on \_\_\_\_\_, at \_\_\_\_\_  
(Date) (Time)

I spoke with \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_.  
(Contact Person) (Title) (Name of Employer)

3. Gross Pay Before Deductions (select one):

Hourly \$ \_\_\_\_\_ x \_\_\_\_\_ Monthly \$ \_\_\_\_\_

Weekly \$ \_\_\_\_\_ Bi-Weekly \$ \_\_\_\_\_

4. Is the employee compensated for overtime? Yes No  
Average OT hours worked per week/month/year: \_\_\_\_\_ Rate: \$ \_\_\_\_\_/hour  
(Circle one)

5. Does the employee receive other compensation? Yes No
- |   |   |
|---|---|
| bonus \$ _____ per week/month/year<br>(avg) (circle one)      | tips \$ _____ per week/month<br>(avg) (circle one)  |
| commission \$ _____ per week/month/year<br>(avg) (circle one) | other \$ _____ per week/month<br>(avg) (circle one) |

6. Other remarks regarding employee's income: \_\_\_\_\_

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\_\_\_\_\_  
**Signature of Owner or Agent for Owner**

\_\_\_\_\_  
**Date**

**WARNING:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency.