

EMPLOYMENT & INCOME VERIFICATION

UNIT ADDRESS APPLYING FOR: _____

TO BE COMPLETED BY APPLICANT: (Complete the Information for each job)

Applicant/Tenant Release Statement:

I hereby authorize the release of the following information in order to determine my eligibility for the Aspen/Pitkin County Employee Housing Program. Please complete this form in full and return it to APCHA at your earliest convenience.

Employee Name: _____ Signature: _____

TO BE COMPLETED BY EMPLOYER:

The above-named employee has applied for an employee rental or sales unit. Every statement of employment, income and residence of a prospective tenant or owner must be verified under the Aspen/Pitkin County Affordable Housing Guidelines. Please indicate below the employee's current annual income (including wages, overtime, bonuses, commissions and/or other compensation received on a regular basis), and check that documentation has been provided on that Employment Eligibility Verification Form (I-9). **DO NOT LEAVE ANY BLANKS!**

Annual Gross Income _____

Overtime (anticipated) _____

Bonuses/Commissions/Other _____

TOTAL _____

Start Date _____

Position _____

Employment Schedule _____ Hours Per Week _____ Months per Year

Yes No I have examined the document(s) necessary for the Form I-9 to establish eligibility to work in the United States. The Form I-9 is on file with the above employee's records at his/her place of business.

Employer Signature: _____ Date: _____

Name and Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Please deliver to: Aspen/Pitkin County Housing Office 530 E. Main Street, Lower Level Aspen, CO 81611 (970) 920-5050

