



**"POINTING TOWARDS PROGRESS" Pontiac Housing Commission**

CLARENCE PHILLIPS, Mayor  
JANICE TIPTON, President  
HAROLD HOLLAND, Vice-President  
YOLANDA GOMEZ STUPKA, Commissioner  
ALMA SHELTON, Commissioner  
MALKIA MAISHA, Commissioner  
FRANKLIN HATCHETT, Executive Director

*132 Franklin Boulevard  
Pontiac, MI 48341  
(248) 338-4551  
Fax (248) 338-7996*

DATE:

APPLICANT/TENANT:

ADDRESS:

CITY/ST/ZIP:

SS#:

TO WHOM IT MAY CONCERN:

FEDERAL REGULATIONS REQUIRE THAT WE VERIFY INCOME, ASSETS, AND EXPENSES OF APPLICANT AND/OR PARTICIPANTS FOR FEDERAL HOUSING ASSISTANCE.

IN ORDER THAT WE MAY CARRY OUT OUR RESPONSIBILITIES TO THE PUBLIC IN A FAIR AND IMPARTIAL MANNER, CERTAIN ESSENTIAL ITEMS OF INFORMATION ARE NECESSARY. ONE OF THESE ITEMS IS THE CURRENT VERIFICATION OF THE GROSS INCOME OF THE APPLICANTS AND/OR PARTICIPANTS.

THE APPLICANT/TENANT IDENTIFIED ABOVE MAY/MAY NOT RECEIVE UNEMPLOYMENT COMPENSATION BENEFITS. PLEASE FILL IN THE FORM ON THE REVERSE SIDE AND RETURN IT TO US AS SOON AS POSSIBLE. THE INFORMATION WILL BE USED TO DETERMINE THEIR ELIGIBILITY STATUS AND RENT FOR THE CLAIMANT'S FAMILY.

SINCERELY,

PONTIAC HOUSING COMMISSION  
LEASING & OCCUPANCY

PLEASE FURNISH THE FOLLOWING CURRENT INFORMATION

IS THERE A RECORD OF EMPLOYMENT? \_\_\_\_\_

DATE LAST EMPLOYED? \_\_\_\_\_

ADDRESS (IF DIFFERENT FROM OUR RECORDS):

\_\_\_\_\_  
\_\_\_\_\_

WEEKLY PAYMENTS TO CLIENT? \_\_\_\_\_

BEGINNING DATE OF PAYMENTS? \_\_\_\_\_

ENDING DATE (IF KNOWN): \_\_\_\_\_

IS THIS CLIENT ENTITLED TO AN EXTENSION OF BENEFITS? \_\_\_\_\_

IF YES, FOR HOW LONG? \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
DATE