



**To:** Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_

**From:** Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_

**Re:** Name \_\_\_\_\_ Address \_\_\_\_\_  
 Last 4 Digits of SS # \_\_\_\_\_

**Release:** I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months.

Applicant/Tenant \_\_\_\_\_

Date \_\_\_\_\_

**You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.**

The individual named above has applied for tenancy or is currently residing in a community that was developed under the U.S. Department of Housing and Urban Development, U.S. Department of Agriculture (Rural Housing) or Section 42 of the IRS code which is administered by the State. Federal regulations require the housing owner to **annually** verify the household's income and other information related to eligibility. The information you provide will be used only for the purpose of determining the household's eligibility for the program and will be kept in strict confidence. We are required to complete our verification process in a short time period and would appreciate your prompt response. Return this form via email or fax number as it appears above. If you have any questions, please feel free to contact our office. Thank you for your cooperation.

**Information Being Requested:**

Does the holder have access to the lump sum amount?  Yes  No

Type of account: \_\_\_\_\_

Cash Value:\* \$ \_\_\_\_\_

Market Value: \$ \_\_\_\_\_

*\*Cash Value is the current value less the cost to turn the asset into cash.*

Is the applicant/tenant receiving periodic payments?  Yes  No

If yes, what amount: \$ \_\_\_\_\_ Frequency: \_\_\_\_\_

Is this savings plan earning interest and/or dividends?  Yes  No

*(this includes reinvested interest/dividends)*

If yes, what amount: \$ \_\_\_\_\_ / \_\_\_\_\_ % Frequency: \_\_\_\_\_

Additional Remarks: (please indicate any anticipated changes) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name / Title of Person Supplying Information \_\_\_\_\_

Organization \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

*Under penalties of perjury, I certify that the information provided herein is true and accurate to the best of my knowledge. The undersigned further understands that providing false representation herein constitutes fraud.*

