

Buffalo Housing Opportunities Program

Date: _____
Client Number: _____
Client Name: _____

Verification of Income



Complete only the selected section below that includes an authorization to release information.

This is to certify the income received by the above named individual for purposes of participating in the HPRP Program. This information will be used only to determine the eligibility status of the household.

HPRP Application Release: I hereby authorize the release of the following employment information.

Applicant Signature _____ Date _____

Please return this form to (HPRP Case Management Agency):

Name _____ Address _____
Email _____ Phone _____ Fax _____

Employment Income

Employer Representative to complete this section:

The person named above is employed by _____ since _____.
He/She is paid \$ _____ on a _____ basis and is currently working an average of _____ hours per _____.

Employer Representative Name _____ Signature _____
Address/Phone _____ Date _____

Payments and/or Benefit Income (monthly)

Social Security \$ _____	Public Assistance \$ _____	Alimony \$ _____
TANF \$ _____	Pension/Retirement \$ _____	Workers Comp \$ _____
Unemployment \$ _____	Child Support \$ _____	Foster Payments \$ _____
Armed Forces Income \$ _____	Other \$ _____	

Payment source representative to complete this section:

To the best of my knowledge, the above information regarding this client's monthly benefits income is complete and accurate.

Authorized Payment Source Representative Name _____ Date _____
Signature _____ Address and Phone _____

Self-Declaration of Income

I certify, under penalty of perjury, that I currently receive the following monthly income:

Source _____	Amount \$ _____	Source _____	Amount \$ _____
Source _____	Amount \$ _____	Source _____	Amount \$ _____

Total Monthly Income \$ _____

Applicant Signature _____ Date _____

HPRP Staff Verification:

I understand that third-party verification is the preferred method of income certification. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification. Please describe at least two ways you have attempted to get third party verification below.

I have attempted to get third party verification in the following ways:

HPRP Staff Signature _____ Date _____