



DENVER
THE MILE HIGH CITY

Office of Economic Development
Denver Business & Housing Services
201 W. Colfax Ave., Dept. 204

Verification of Employment

(Applicant: Fill out the top portion only and give to employer to fill out the lower portion)

Applicant Name: _____ E-Mail: _____

Address: _____ Phone: _____

Employer's Name: _____ Address: _____

Release: *I hereby authorize the release of the requested information*

Signature: _____ Date: _____

TO BE COMPLETED BY EMPLOYER

This information will be used only to determine applicant affordable housing eligibility.

Please return to: Office of Economic Development - Business & Housing Services

Attn: Affordable Housing Coordinator

E-mail: Affordablehousing@denvergov.org

Fax: 720/913-1554

Position Held: _____

Employed From: _____ To: _____

Employee is paid: Weekly Bi-Weekly
 Bi-Monthly Monthly Other

Current rate of gross pay per pay period: _____ \$

Average hours worked per week: _____

Overtime rate per hour: _____ \$

Average hours of overtime per week: _____

Commissions earned per week (estimate): _____ \$

Tips per week (estimate): _____ \$

Is pay received for vacation?
 Yes No

of vacation days per year: _____

Is pay likely to increase in the next 12 months?
 Yes No

Date of next pay increase: _____

Date of last pay increase: _____

Probability of continued employment
 High Low Don't Know

Authorized Signature of Employer: _____

Name: _____ Date: _____

Title: _____ Phone: _____

Please contact the Affordable Housing Coordinator at 720/913-1634 or via e-mail to affordablehousing@denvergov.org if you have any questions regarding this form.