

[Your firm name and logo]

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

Instructions: Lender, complete items 1 through 7. Have applicant complete item 8. Forward directly to employer named in item 1. Employer, please complete either Part II or Part III as applicable. Complete Part IV and return directly to lender named in item 2.

To (employer): [Employer name, payroll or HR address]

From (lender): [Lender name, address]

Lender's loan number: [Loan number]

Applicant: [Applicant name, address, employee or badge number]

Request for verification of employment

Part I: lender certification

I certify that this request was sent directly to the employer and did not pass through the hands of the applicant or any other interested party. Lender signature: _____ Title: [title] Date: [date]

Part I: applicant authorization

I have applied for a mortgage loan and stated that I am now or was formerly employed by you. My signature authorizes you to verify this information. Applicant signature: _____

Part II: present employment

Date of employment: [date]. Present position: [title]. Current gross base pay: \$[amount] per [year / month / week / hour / other]. If hourly, average hours per week: [hours].

Part II: gross earnings

Year to date through [date]: base \$[], overtime \$[], commissions \$[], bonus \$[], total \$[]. Past year [year]: same split. Year before [year]: same split.

Part II: optional employer statements (optional)

Probability of continued employment: []. Overtime or bonus likely to continue: [Yes / No]. Next raise: [date, amount]. Last raise: [date, amount].

Part II: military personnel only (optional)

Pay grade: []. Monthly amounts: base pay, rations, flight or hazard, clothing, quarters, pro pay, overseas or combat, variable housing allowance: \$[] each.

Part II: remarks (optional)

Time off work, the period and the reason, or a reduced schedule: [remarks].

Part III: previous employment (optional)

Date hired: [date]. Date terminated: [date]. Pay at termination per [year / month / week]: base \$[], overtime \$[], commissions \$[], bonus \$[]. Position held: [title]. Reason for leaving (optional): [].

Part IV: authorized signature. Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy purposed to influence the issuance of any guaranty or insurance by the VA Secretary, the U.S.D.A., FmHA/FHA Commissioner, or the HUD/CPD Assistant Secretary.

Employer signature: _____ Date: _____

Title: [Title] Printed name: [Name] Phone: [Phone]

Return directly to the lender named above.