



MEMORANDUM

TO: Employer(s) & Financial Institution(s)
FROM: Palm Beach County, Commission on Affordable Housing
RE: Verification Request(s)

APPLICANT _____
APPLICANT PRINT YOUR NAME HERE

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Please complete the attached verification request for the above named individual and return **as soon as possible**. For expediency, you may **fax the completed form** to the attention of **Aisha Westcarth** at **(561) 656-7553** and mail the **original**. **PLEASE DO NOT CROSS-OUT OR WHITE OUT FOR CORRECTIONS. Call for a new form.**

The above has applied to Palm Beach County for housing assistance under a governmentally-funded program administered by this office. Completing this verification promptly will allow the application to be processed in a timely manner.

Employers, if annual income computation varies, please

- **Report total year to date income and recent history based on last two years' tax returns and explain in remarks.**
- **Use the comment area to clarify, *if any of the information requested requires an explanation***
- **Confirm the date of a change and include it in your remarks, *if the applicant's duties) have changed.***

Financial Institutions, please

- **Include any information or account(s) applicable to the individual named above that may have been omitted.**

If you have further questions, please feel free to contact Aisha Westcarth at (561) 233-3600 or Sheila Brown at (561) 233-3660. Thank you for your time and cooperation.

Housing and Community Development

Commission on Affordable Housing

160 Australian Avenue - Suite #500

West Palm Beach, FL 33406

(561) 233-3650

FAX: (561) 233-3647

www.pbcgov.com/pubinf/hcd



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