## Verification Cover Letter Instruction

**Purpose:** To get a better response from employers, banks, and other entities where verifications are sent.

## Special Mention:

► This form is optional. Remember to include a self-addressed envelope.

## Specific Instructions:

- 1. Enter name of the property and unit number.
- 2. Enter applicant's/resident's name.
- 3. Enter your fax number.
- 4. Enter your phone number.
- 5. Print your name on this line.

## **Verification Cover Letter**

Prope	ty Name: _ <mark>(1)</mark>	_ Unit:	(1)
Appli	ant/Resident Name: (2)	_	
Dear	ir or Madam:		
commencion	mployee or client has applied or is living at an affordable-housi nity monitored by the Washington State Housing Finance Comed request must be completed in order to qualify your employemmission's income guidelines. Without this information we care housing needs. Therefore, we need your help.	nmission. The or client ur	ne nder
form).	mployee or client has authorized you to disclose their information Please complete the lower half of the enclosed form that has been or client and fax back to:  (3)  ed envelope.	een signed	by your
IMPO	TANT:		
1.	Please answer all questions; do not leave blank spaces.		
2.	For questions that you cannot answer, use the phrase "cannot "none" or "N/A."	disclose" or	write
3.	Do not use the word "varies."		
4.	Please use only gross amounts.		
5.	If you need to change an answer please cross out the incorrect answer, write correct answer beside it and initial the change. <b>Do not use whiteout</b> .		
	you for your cooperation. If you have any questions, please fe of me at(4)	el free to	
	(5)		
	Print Name		