

## Deposit Verification Request Instruction

**Purpose:** To verify an applicant's/resident's checking, savings, or other accounts.

**Note:** This form must be mailed or faxed to the financial institution. The resident cannot "hand carry" the form.

**Special Mention:**

- ▶ Include a self-addressed envelope with your request.

**Specific Instructions:**

1. Use this section to document when the verification was sent. Must document 3 attempts over a 2 week period before moving to an alternate verification format.
2. Enter bank name and address or fax number
3. Enter your property's name and address.
4. Enter name of household and unit number.
5. Enter managers name, and phone number (with area code).
6. The Applicant/Resident Enters type of accounts, account numbers.
7. The household member, prints name, Enter Social Security number, signs and dates form \*

**Part II and III are to be completed by the bank.**

\* **Note:** For privacy reasons, a resident may elect not to provide his/her Social Security number on this form. Residents who do not provide their Social Security number should sign Certification #2 on the *Identification Certification* form.

