«today»

«reference_name»
«reference_address_line1»
«reference_address_line2»
«reference_address_line3»
«reference_city» «reference_state» «reference_zip»

Verification of Community Service Hours Worked

Federal law requires us to verify certain information about all members of families living in or applying for admission to our developments. Specifically, the Public Housing Authority requires some recipients of federal assistance to complete 96 hours annually of community service/volunteer work. A stamped, self-addressed envelope is enclosed. If you have any questions, please call me.

1. Household Member «full_name»

2. Social Security No. «ssn»

3. Date of Birth «date_of_birth»

4. Period of Service _____/____/_____ to ____/_____/_____

5. Hours Volunteered in last 30 days

6. Hours Volunteered in last year (12 mo. from the date of this verification)

Please return the information to **«rental_agent»** at «mgmt_company» in the envelope provided. If you have any questions, contact us at «mgmt_company_phone».

Thank you,

«rental_agent»

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than $5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).**

I hereby authorize the release of the requested information. (see attached)

Tenant Signature