

**SAMPLE  
TRUST ACCOUNT VERIFICATION**

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

Re: \_\_\_\_\_ SS#: \_\_\_\_\_

Applicant/Resident Name

Applicant/Resident Address

City, State

Zip Code

The above person(s) has applied for tenancy (or is a resident) at\_\_\_\_\_. As part of our processing, we require verification of household's income, expenses, and other information related to eligibility. The applicant/resident herein authorizes the release of information regarding his/her income and assets. The information you provide will be used only for the purpose of determining household's eligibility for tenancy. We are required to complete our verification process in a short time period and would appreciate your prompt response. If you have any questions, please contact our office.

Permission by: \_\_\_\_\_

Applicant/Resident Signature

Date

Please complete the section below and return it in the enclosed self-addressed envelope. (Please mail rather than have the above individual hand deliver.) Thank you in advance for your prompt attention.

\_\_\_\_\_  
Printed Name of Manager

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

**TO BE COMPLETED BY INSTITUTION**

Current Value of Trust Fund Administered: \$ \_\_\_\_\_

Gross monthly payments received: \$ \_\_\_\_\_

Anticipated Amount of Income to be earned by Trust over the next 12 months: \$ \_\_\_\_\_

Does applicant have access to Trust? Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that the above information is true and correct.

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

**WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense for any person to make false or fraudulent statements to any department or agency of the United States Government or public housing authority as to any matter within its jurisdiction or to make unauthorized disclosures or improper use of the information collected hereunder.**