



Authorization for Release of Information

The Department of Housing & Neighborhood Service’s Asset Management Unit requires access to personal and/or financial information to verify applicant/ tenant eligibility for affordable rental housing. To be eligible the applicant must consent to the release of information.

Types of Information that could be requested:

The types of information that may be requested are, current or previous household members 18 years or older, home address, employment income and history, hours worked, salary, payment frequency, bonuses, cash held in checking/savings accounts, stocks, bonds, certificates of deposits, Individual Retirement Accounts, interest income, dividends, payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, unemployment, disability or worker’s compensation, public assistance, net income from the operation of a business, and alimony or child support payments.

Organizations and individuals that may be asked to provide written or oral verifications include, but are not limited to:

- Property Manager
- Past/Present Employers
- Alimony/Child Support Providers
- State Unemployment Agency
- Social Security Administration
- Public Assistance Agency
- Banks, Financial/Retirement Institutions
- Veteran’s Administration

Applicant Consent for Release of information:

By signing this consent, the applicant/tenant agrees to permit the City of Charlotte access to the residential application and supportive documents; via the property management company of the applicant/tenant’s home address. The residential property owners are members of the City of Charlotte residential partnership.

Signature of Applicant

Signature of Applicant

Printed Name

Printed Name

Date

Date

Note: This general consent may not be used to request a copy of a tax return. If one is needed, contact your local IRS office for Form 4506-T, “Request for Copy of Tax Return” and prepare and sign separately.