



216 South 200 West, P O Box 1027, Cedar City, UT 84721-1027
Phone: (435) 586-1558

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Check us out on the web at: www.cedarcityhousing.com

BEFORE YOUR APPLICATION WILL BE CONSIDERED, WE WILL NEED A COPY OF YOUR DRIVER'S LICENSE, STATE ISSUED ID, OR A PASSPORT, AND A COPY OF YOUR SOCIAL SECURITY CARD.

Apartment Complex & Number of Bedrooms: Southgate I.....One-Bedroom Units
Northfield Village Two-Bedroom Units
Northfield Suites.....Studio Units and 2 Handicapped Units

Accommodations: **Southgate I** **655 South300West.CedarCity,Utah**
Upper-level and Lower-level units are available. Upper units contain living room, kitchen, and stairs to bedroom, bathroom, & study. Lower units are one level.
NorthfieldVillage **315West1175North.CedarCity,Utah**
All units are one level, two bedrooms, two bathrooms, living room and kitchen.
NorthfieldSuites **197West1175North.236West1175North.CedarCity,Utah**
One-level studio apartments. Some buildings have a handicapped unit.

Laundry Facilities: **Southgate I, and Northfield Village** have ample coin-op laundry facilities. **Northfield Village** units also have washer & dryer hookups.

Kitchens: Kitchens have frost-free refrigerator, electric range, garbage disposal & dishwasher.

Cable TV: **Southgate I, and Northfield Village** each have the necessary wiring for cable TV service. It is the tenant's responsibility to arrange and pay for cable service.

Heat: Each unit has a gas-fired direct-vent wall furnace. **Northfield Village 9-12:** Natural Gas Heat and Central Air

Utilities: Except for water, sewer, & garbage collection, all utilities are the responsibility of the tenant. All units are separately metered. **Each prospective tenant will need to present proof of utility hook-ups (Rocky Mountain Power & Dominion Energy) to the main office before the keys will be given to the new tenant.**

Internet: **Not provided by landlord.**

Income Verification: **Employment verification forms need to be completed byyouremployer if you are employed, or if you are unemployed, unemployment forms are at the office. These need to be turned in at the time of application to be put on our waiting list.** Employment verification is renewed on a yearly basis.

Roommates: **Only tenants who sign a lease agreement with landlords may reside in apartment.** Guest shall not stay for more than three days.

No Smoking Rule: **Smoking of any kind or controlled substances by tenants or their guests is strictly prohibited at all times on the premises. If you smoke, you must do so in your car or on the sidewalk.**

Security Deposits: At time occupancy begins, tenant shall pay -- along with the first month's rent -- a **security deposit**. This deposit shall be held until tenant elects to end tenancy and thereafter shows compliance with vacating provisions of the lease. This means that all rent due has been paid and the unit is left clean and orderly upon tenant vacating. There will be an automatic deduction that covers basic wear & tear and to shampoo the carpet upon vacancy. The carpets need to be left in a condition ready to shampoo (no dirt or litter). The security deposit cannot be used toward last month's rent.

Lease Terms: Tenants are required to enter into a **6-month minimum lease**. At the end of the 6-month period, the lease automatically goes **month-to-month**. **Some locations start as a month-to-month**. Subleasing is not permitted. **Each new tenant will need to return a properly signed lease before the keys to the apartment will be given to the lessee.**

Renters Insurance: **Tenants are responsible for insurance coverage for their own personal belongings.**

Rent Amounts: **Rent amounts are subject to change. Contact rental office for current rental rates.**

APARTMENT APPLICATION FORM

BEFORE YOUR APPLICATION WILL BE CONSIDERED, WE WILL NEED A COPY OF YOUR DRIVER'S LICENSE, STATE ISSUED ID, OR A PASSPORT, AND A COPY OF YOUR SOCIAL SECURITY CARD.

Applicant _____ **SS#** ____ - ____ - ____ **Birth Date** __/__/____
Last Name First Name Middle Name

Additional Tenant _____ **SS#** ____ - ____ - ____ **Birth Date** __/__/____
Last Name First Name Middle Name

Current Address of Applicant _____

Current Phone Number(s): (____) _____ **Other Applicant** (____) _____

Email: _____

Email: _____

Relative/Friend to Notify In Case of Emergency

Name _____

Address _____

Phone Number (____) _____ Work (____) _____

Relationship _____

Marital Status (Check One) Married: Marriage Date _____ Family with children
 Single parent with children Single
 Divorced

Children and Ages Name(s) _____ Age _____
(Under 18 years)

Name(s) _____ Age _____

Name(s) _____ Age _____

Desired Date of Occupancy ____/____/____

Are You Applying for a Rent Subsidized Unit? Yes No

Unit Location: CHECK ALL UNITS FOR WHICH YOU WOULD LIKE TO BE CONSIDERED.

Southgate I: One Bedroom Only Upstairs Unit Lower-Level Unit

North Field Village: Two Bedroom Only
North Field Suites: Studio Handicapped

Driscoll Lane: One Bedroom Two Bedroom ADA
 Upper-Unit Middle-Level Lower-Level

Do you smoke? Yes No
Have you ever been convicted of a felony? Yes No If yes, explain: _____
Have you ever filed for bankruptcy? Yes No If yes, when __/__/____
Are you a Veteran? Yes No

List any special consideration such as disability, special physical requirements, etc.:

How did you hear about our apartments? _____

Current Landlord _____ Phone # (____) _____ Time There: _____

Address (Street, City, State, Zip) _____

Previous Landlord _____ Phone # (____) _____ Time There: _____

Address (Street, City, State, Zip) _____

Reason for moving: _____

Have you ever been evicted or asked to move? Yes No

Applicant driver's license number: _____ State: _____ Automobile make:

Model _____ Yr. _____

License Plate No _____

Personal References:

Name: _____ Phone (____) _____

Name: _____ Phone (____) _____

Tenant: Most Recent Employer _____ Phone (____) _____ Time There:

Additional Tenant: Most Recent Employer _____ Phone (____) _____ Time There:

Income Tax Filing Status: Single **If Married:** Joint Separate

Do you currently receive any alimony or child support? Yes No

Is applicant a student? Yes No **Graduation date:** __/__/____

Is additional applicant a student? Yes No **Graduation date:** __/__/____

Do you expect any additions to the household within the next twelve months? Yes No

Do you have an animal? Yes No

I (the applicant) certify **underpenaltiesofperjury** that the contents of this application packet are true and accurate. All information provided above is correct and I authorize verification thereof by credit report or otherwise.

Tenant Signature

_____/_____/_____
Date

Additional Tenant Signature

_____/_____/_____
Date

APPENDIX A: RESIDENT RULES

THE VIOLATION OF ANY OF THE FOLLOWING RULES MAY RESULT IN THE TERMINATION OF YOUR LEASE. DISCRETION WILL BE LEFT UP TO THE PROPERTY MANAGEMENT.

PLEASEREADCAREFULLY

1. **No smoking of any kind allowed on the property.** Do not smoke outside of the units, in the laundry facilities, on the stairways or the lawns, etc. If the Landlord or Manager at any time observes or smells smoke in or about your unit, you will be asked to vacate, and you will forfeit your security deposit. Do not burn incense at any time.
2. **No pets allowed.** This includes dogs, cats and domestic pets, birds in cages, and fish in aquariums. You will forfeit all of your security deposit if this rule is violated. **ESA animals must be approved before move in.**
3. **Parking shall be in designated spaces only.** Tenants with more than one vehicle must park along the street.
4. **Rent is due on or before the first day of each month.** Checks & Money Orders are to be made payable as directed by the management. In the event that rent is paid after the first day of any month or a bad check is received, a flat late fee of \$35.00 will apply. You are instructed to deposit your rent in the rent box on the complex premises. Leaving cash in the rent box is done at your own risk. You may also bring your rent to the management office at 216 South 200 West.
5. **No business ventures such as baby-sitting services, etc. shall be allowed on the property.**
6. **The storing of hazardous or dangerous materials such as gasoline or other flammable material is expressly prohibited.**
7. **The unlawful possession of firearms is prohibited.**
8. **Criminal conduct is expressly prohibited, including disorderly conduct on the property.**
9. **Excessive noise from stereos, musical instruments, tenants or their guests and other items outside of normal daylight hours will not be tolerated.** Recurrent complaints from neighbors could lead to the forfeiture of your lease and eviction from your apartment.
10. **Each tenant will be issued 1 to 5 keys at initial occupancy:** In the event that one of these keys is lost, another may be purchased for \$10.00 from Management. In addition, in the event that all the keys are not returned at the time of vacating the apartment, \$10.00 for each key will be withheld from the Security Deposit. If the manager is not available, the tenant, at his/her own expense, will get a locksmith to open the lock instead of breaking the lock or door.
11. **No waterbeds allowed.**
12. **Vehicles are not allowed on lawns or landscaping.** Do not wash cars on the lawns or in the parking lots. Do not repair car engines, change oil, etc. on the parking lots or streets. Management is not responsible for items that get wet when the sprinklers are running. Do not use any of the building's exterior water faucets.
13. **Portable washers & dryers are not allowed. This includes stackable washer/dryers in Northfield – it blocks the circuit Breaker panel.**
14. **Do not operate outside barbecue close to the building as it may melt the siding and create fire hazards.** The tenant will pay to have the siding repaired.
15. **If the Landlord or manager is not notified about needed repairs or cleaning in the apartment by the new tenant within 3 days after moving in, management will not refund money or give additional credit on your rent or security deposit return because you repaired or cleaned the unit yourself.**
16. **Each tenant that is occupying a rent subsidized unit will need to re-certify each tenant's employment at the end of each tenant's year.** The management will notify the tenant when this needs to be completed.
17. **Do not store items or flammable materials at any time in the water heater closet. Do not store any items within two (2) feet of the water heater. Also, do not cover the vent in the water heater room.**
18. **Southgate I Apartment tenants should check with their manager concerning their swamp coolers. If the water has not been connected, serious damage can occur to the cooler. The cost of repair will be the responsibility of the tenant.**

19. **Only tenants who sign a lease agreement with landlord may reside in apartment.** Guest shall not stay for more than one night without prior approval from management.
20. **Use only 60-watt light bulbs in the light fixtures.** Higher wattage can cause damage to the fixture, and the tenant will be responsible for the repair cost.
21. **Do not use powder carpet cleaners or powder carpet deodorizers.** You will be charged extra for carpet cleaning when you vacate.
22. **It is suggested that you use “Jet Dry” or similar products in the dishwashers.** The dishwasher will then clean much better due to the hard water in this area.
23. **Do not put aluminum foil on stove drip pans or in oven. The foil could result in an electrical short and can damage the oven/stove.**
24. **Tenants are not allowed to paint, wallpaper, or put up borders in any room.** If you do, we will charge you a minimum of \$100.00 per room.
25. **Do not pull smoke detectors from ceilings or walls – chirping means you need to change the 9-volt battery. All hanging and missing smoke detectors can result in a \$10.00 to \$20.00 charge.**
26. **Regular inspections will be done on all apartments. We expect the apartments to be clean and we need to have access To all closets, sinks, appliances smoke detectors and circuit breaker panels.**
27. **UPON VACATING YOUR UNIT, ANY CLEANING THAT WAS NOT COMPLETED BY THE TENANT WILL BE CLEANED BY A CLEANING SERVICE AT \$25.00 PER HOUR. THIS AMOUNT WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.**
28. **DO NOT FLUSH, Q-TIPS, TAMPONS, PADS, DISPOSABLE DIAPERS DOWN TOILETS OR DRAINS.** If we have to snake your drains, it could result in a \$100.00 charge.
29. **DO NOT TURN OFF YOUR HEAT ANYTIME DURING THE WINTER ESP. WHEN YOU ARE OUT OF TOWN.** The pipes can freeze and cause major damage which will result in hefty charges for the damage repair.

NOTE: This list of rules may be amended or updated from time-to-time as contemplated in the Lease Agreement.

Tenant Signature

_____/_____/_____
Date

Additional Tenant Signature

_____/_____/_____
Date

You are responsible to have your power & gas connected when moving in and disconnected when you vacate. Below are phone numbers of various utilities.

ITEMS REQUIRED TO OCCUPY APARTMENTS

1. **Security Deposit in full. Once deposit is paid it’s non-refundable if you decide not to move-in.**
2. **First month's rent or prorated rent as instructed by management office.**
3. **Proof of utility hookups: Rocky Mountain Power and Dominion Energy.**
4. **If subsidized: a) All documents as outlined in the Subsidy Requirement worksheet.**



LEAVITT LAND

& Investment, Inc.

216 South 200 West, P O Box 1027, Cedar City, UT 84721-1027

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APARTMENT REPAIR/REPLACEMENT COST LIST

<u>Items</u>	<u>ReplacementCost</u>
1. Stains on the carpet	\$ 50.00 or more
2. Cut in vinyl floor covering.....	\$ 20.00 or more
3. Tear in vinyl floor covering	\$ 30.00 or more
4. Melted vinyl siding	\$ 50.00 Min
5. Fist size hole in the wall	\$ 50.00
6. Large nail or screw hole in the wall	\$ 2.00 each
7. More than 15 small nail holes (\$1.00) in wall within reason.....	\$ 1.00 each
8. Cuts in the countertop	\$ 25.00
9. Door replacement because of holes	\$ 100.00 Min.
10. Patch a small hole in the door (if it can be patched).....	\$ 35.00
11. Patch a nail size hole in the door	\$ 10.00
12. Extra dirty carpet (\$ 25.00 per hour).....	\$ 25.00
13. Repair small to medium size area of vinyl.....	\$ 50.00
14. Large oil spot that has caused damage on the asphalt.....	\$ 25.00
15. Replace windows:	\$ 150.00 Min.
All apartment screens	\$ 40.00

16. Removal of any vinyl letter from anywhere in your apartment...\$ 10.00 per letter

17. Carpet cleaning & basic wear & tear prices. These prices are for normal wear. Carpets that are extra dirty or stained will be charged more.

Southgate I

- 1) Downstairs\$ 225.00
- 2) Upstairs.....\$ 225.00

Northfield

2 Bedroom unit\$275.00

NorthfieldSuites

- 1)Studio.....\$150.00

18. Glass light fixtures

- Square\$ 15.00
- Round.....\$ 10.00

19. Light Bulbs:

- 60 W light bulb\$ 5.00
- Bathroom heat lamp...\$ 25.00

- 20. Electrical outlets, covers, etc.
 - Cover.....\$ 10.00
 - Outlet.....\$ 10.00
 - Switches\$ 10.00
- 21. Replace door jambs.....\$ 75.00 (minimum)
- 22. Doorknobs.....\$ 100.00
- 23. Replace carpet per room\$ 22.61 (yard)
- 24. Replace kitchen vinyl.....\$ 17.95 (yard)
- 25. Replace bathroom vinyl\$ 17.95 (yard)
- 26. Replace kitchen counter\$ Cost of replacement (\$600.00 minimum)
- 27. Replace bathroom sink.....\$ 75.00
- 28. Replace bathroom counter\$ Cost of replacement (\$250.00 minimum)
- 29. Replace blinds.....\$ 75.00
- 30. CO² detector.....\$ 25.00
- 31. Smoke detector.....\$ 15.00
- 32. Microwave oven.....\$ 300.00 (minimum)
- 33. Repaint any room\$ 150.00 (minimum)
- 34. Shower Rod – any size.....\$ 25.00

The undersigned (tenants) have read this list of costs of repairs and understand that these amounts may be withheld from their security deposit. These prices do not include labor cost and are subject to change at any time. If damage and repair costs exceed the amount of the security deposit, the undersigned will pay to the Landlord the excess amount upon demand.

Tenant Signature

____/____/_____
Date

Additional Tenant Signature

____/____/_____
Date

Tenant(s) Responsibilities and Landlord Expectations.

To benefit all residents and to ensure general upkeep and proper maintenance of rented premises of each property with the knowledge and understanding of landlord expectations. Tenants agree to comply with the following Tenant Upkeep Responsibilities. These responsibilities will help maintain the general upkeep of each rented space.

1. Tenant(s) understand the importance of the [NoSmokingPolicy](#) or vaping, respect other occupants who may not smoke. It is the responsibility of a smoking tenant to ensure the rules are followed by smoking away from other occupants' doors, windows, and balconies. Not following this expectation by the landlord could lead to eviction.
2. Tenant(s) understand the importance of the [NOPetPolicy](#). It is the responsibility and expectation of the landlord for the tenant to communicate special accommodations such as an ESA animal. Failure to notify the office of an ESA animal will lead to a violation of your lease and could result in the termination of your lease. Tenant(s) must sign landlord rules for ESA animals.
3. Tenant(s) understand the importance of keeping the grounds of each rented space free of trash and debris. It is the expectation of the landlord that you will take out the trash in your rented space on a regular basis. When you take out the trash you will put the trash in the right receptacle provided to you by your landlord. Failure to maintain the upkeep of your property grounds could result in grounds cleaning fees equaling \$25 an hour.
4. Tenant(s) understand the general upkeep and maintenance for the replacement of standard 60-watt light bulbs. These will be replaced by the current tenant(s) at the cost of the tenant(s) in the event one or more burn out.
5. Tenant(s) understand the general upkeep and maintenance for smoke detectors. It will be the tenant(s) responsibility and cost to replace the 8volt battery of a smoke detector within normal reach. Any smoke detectors unreachable such as vaulted ceilings will be replaced by our maintenance team.
6. Tenant(s) understand the general upkeep and maintenance for appliance light bulbs. If your appliance light bulb burns out it will be the responsibility of the current occupant(s) to replace the light bulb at the occupant(s) cost.
7. Tenant(s) understand the general upkeep and maintenance for snow removal. As your landlord, we will provide the general removal of snow from parking lots and sidewalks. It is the responsibility of the tenant(s) to remove snow build-up in front of your door. In some cases, a push broom has been provided for your convenience. It will be the responsibility of the current tenant(s) to purchase a snow removal tool. **Please do not use salt at any time unless authorized by the landlord. You will be fined if you use salt of any kind.**
8. Tenant(s) understand the importance of respecting their neighbors by keeping noise levels normal. Any excessive noise levels will lead to a violation of the lease and could result in termination of tenancy
9. Tenant(s) understand they need to invest in a plunger in the result of a clogged toilet. A plunger may come in handy if your toilet gets clogged. Ways to avoid having to use a plunger. **DONOT** flush flushable wipes, feminine hygiene products, or anything that could result in a clogged toilet. As the result, if we come out to unclog your toilet and your clog is the result of one or more of these items, you may be charged a maintenance fee of \$25 per hr. each time our team has to come to unclog your toilet because you failed to follow these rules.

10. Tenant(s) understand how to use the maintenance line properly. It is the expectation of the landlord that each tenant(s) treats the maintenance line respectfully. Meaning all tenant(s) will call the maintenance line leaving your name, number, and a detailed message of the repair needed or an issue that needs responding to. Also, you need to let the maintenance team know if it is okay for them to enter your space if they cannot reach you by phone when they respond to your call. Please allow ample time for a maintenance team member to call you back with a response to your issue. Our Maintenance team works Monday – Friday 8am to 5pm. Calls after 5pm and on the weekends will be handled the next business day. In the case of an emergency, we do have a 24-hour line. Emergencies are defined as a condition that will result in damage to the premises and cannot wait until the following business day to resolve i.e. busted pipes, or broken heaters. In these cases, call anytime. * Chirping smoke detectors do not qualify as an emergency, as it is the responsibility of the tenant(s) to replace them*
11. Each tenant(s) in the residence is equally responsible for the cleanliness of all common areas (kitchen, living spaces, study areas, pantries, etc.) If cleanliness standards are not met and maintained, each tenant will be equally charged accordingly for our staff to enter and clean the premise.
12. Tenant(s) understand that if they are locked out of their apartment, there is a \$40 lockout fee that must be paid the following business day.
13. Tenant(s) understand there is a \$75 fee for the purchase and/or replacement of an electronic key.
14. Parking is for tenants **ONLY**, for every facility. Do not take up more than one spot or block any driveways, exits, or entrances to the facility. (Meaning, blocking any motorized vehicle in, and not allowing them to exit)
15. As the Landlord we spray twice a year outside for bugs/spiders. (Inside is the tenant's responsibility. This includes buying traps, sprays, etc;) Pests are generally caused by left out or old food, standing water, and not maintaining a clean residence. If you see cockroaches or bed bugs, contact the landlord's office **immediately**.
16. Utility billing varies between properties. Depending on the residence, as the tenant(s) you will be instructed by the landlord as to the method of payment. As the landlord, we require the account numbers for utilities as proof they are in the tenant(s) name.
17. Tenant(s) are required to maintain a clean residence. You must have and utilize the following: a vacuum, mop, and all other cleaning supplies necessary. Cleanliness is evaluated as well as required by the Landlord.
18. If your carpet needs to be repaired or replaced (as determined by Landlord) you will be required to make payments for that cost. Repairs/replacements will occur after you vacate.

Tenant Signature _____

Date _____



LEAVITT LAND
& Investment, Inc.

216 South 200 West, P O Box 1027, Cedar City, UT 84721-1027
Phone: (435) 586-1558

The applicant, co-applicant, and any household member 18 years of age or older must sign the following statement/release.

I/we, by our signatures below hereby authorize Leavitt Land & Investment, Inc. and its staff or authorized representatives to obtain and verify any information or materials which are deemed necessary to complete the processing of this application. This authorization includes credit, medical records, criminal background information, rental history, and income, asset, and allowance verification. I/we do hereby certify that this will be my/our permanent residence and that I/we will not maintain a rental unit in a different location.

In compliance with the Fair Credit Report Act, this is to inform you that a credit investigation involving the statements made on this application for tenancy at this apartment complex is being initiated.

I/we certify that to the best of my/our knowledge all statements are true and complete. I/we further authorize LLI to obtain credit reports, character reports, criminal reports, and rental history as needed to verify all information put forth in this application. I also waive any legal rights toward LLI in their reports or information.

Signatures:

Date: _____ Applicant: _____

Date: _____ Co-Applicant: _____

EMPLOYMENT VERIFICATION

TO: (Name & address of

Date: _____

RE: _____
Applicant/Tenant Name

Social Security

I hereby authorize release of my employment

Signature of Applicant/Tenant

Date

The individual named directly above is an applicant/tenant of the federal Housing Tax Credit Program. Federal regulations (IRS Code Section 42) require that we must verify income in order that the anticipated gross income for the next twelve months may be calculated. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and would be greatly appreciated.

Sincerely

Project Owner/Management Agent

RETURN THIS FORM
TO:

THE FOLLOWING SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title _____

Presently Employed: Yes _____ Date Employed _____ No _____ Last Day of Employment _____

Current Wages/Salary: \$_____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

Average # of regular hours per week: _____

Overtime Rate: \$_____ per hour Average # of overtime hours per week: _____

Shift Differential Rate: \$_____ per hour Average # of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$_____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____; Effective date _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Is employee eligible for unemployment compensation? _____ Yes _____ No If yes, how long? _____ How much? _____

Additional remarks: _____

Employer's Signature

Employer's Printed Name

Date

Employer [Company] Name and

Phone #

Fax #

E-mail

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

EMPLOYMENT VERIFICATION

TO: (Name & address of _____

Date: _____

RE: _____
Applicant/Tenant Name

_____ Social Security

I hereby authorize release of my employment

Signature of Applicant/Tenant

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Date

Employer [Company] Name and

Phone #

Fax #

E-mail

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