



Employer Assisted Housing Program (EAHP) Eligibility Verification Form

Please complete the information requested below and submit the completed form to Jane Fisher, Office of Human Resources, Levermore Hall, Room 203. Once the completed form is received, a Qualification Letter will be sent to the Long Island Housing Partnership, if you are eligible to receive the Adelphi University contribution towards your eligibility to apply for funds from the Long Island Housing Program mortgage closing. Please note the Qualification Letter only confirms your eligibility to apply for funds from the Long Island Housing Partnership, Inc. according to Adelphi University guidelines and does not guarantee your approval for funding.

For employee completion:

- I verify that I am currently a full-time employee at Adelphi University with three years of continuous full-time service, and;
- Have not received a needs improvement rating in my previous performance review (if non-union);
- Have not received a letter of warning or unpaid suspension in the prior year (if union, non-faculty);
- Familiar with the Long Island Housing Partnership guidelines, and am interested in receiving an application for the Employer Assisted Housing Program.
- Not an employee who is temporary in nature.

I acknowledge that the \$5,000 Adelphi Contribution is a taxable event to me and the taxes will be withheld from my pay check over several months within the calendar year of receipt. I also acknowledge that a change in my employment status may disqualify me from continued program eligibility.

Please print.

Last Name: _____ First Name: _____

Signature: _____ Date: _____

Email: _____

For office use only:

The employee stated above is a full-time employee in good standing (not in non-renewal status).

Director of Employment, Employee & Labor Relations

Date