

## 4. Household Staff

Household employees' information so that they can continue to be paid or notified of termination or suspension during your incapacitation.

Today's Date:

Have a property agent Name and Telephone: \_\_\_\_\_

---

Employee Name (1): \_\_\_\_\_

Employee Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_  Contract? Location: \_\_\_\_\_

Type of Work/Duties: \_\_\_\_\_

If a noncontract employee, specify scheduled worktimes, hours, and scheduled workdays:

---

**Wage Information (check all that apply for THIS employee and supply specifics where requested)**

Hourly  Daily  Weekly  Monthly Amount per pay period: \_\_\_\_\_

**How are employee's wages paid?**

Cash  Bank  Manager

**Do you use pay receipts?**

Yes  No  Bank Check

**What benefits do you provide?**

\_\_\_\_\_

Employee has your house key(s) For which doors? \_\_\_\_\_

---

Employee Name (2): \_\_\_\_\_

Employee Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_  Contract? Location: \_\_\_\_\_

Type of Work/Duties: \_\_\_\_\_

If a noncontract employee, specify scheduled worktimes, hours, and scheduled workdays:

---

**Wage Information (check all that apply for THIS employee and supply specifics where requested)**

Hourly  Daily  Weekly  Monthly Amount per pay period: \_\_\_\_\_

**How are employee's wages paid?**

Cash  Bank  Manager

**Do you use pay receipts?**

Yes  No  Bank Check

**What benefits do you provide?**

\_\_\_\_\_

Employee has your house key(s) For which doors? \_\_\_\_\_

Today's Date:

## 4. Household Staff (continued)

Household employees' information so that they can continue to be paid or notified of termination or suspension during your incapacitation.

Have a property agent      Name and Telephone: \_\_\_\_\_

---

Employee Name (3): \_\_\_\_\_

Employee Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_  Contract? Location: \_\_\_\_\_

Type of Work/Duties: \_\_\_\_\_

If a noncontract employee, specify scheduled worktimes, hours, and scheduled workdays:

---

### Wage Information (check all that apply for THIS employee and supply specifics where requested)

Hourly    Daily    Weekly    Monthly   Amount per pay period: \_\_\_\_\_

How are employee's wages paid?

Cash    Bank    Manager

Do you use pay receipts?

Yes    No    Bank Check

What benefits do you provide?

---

Employee has your house key(s) For which doors? \_\_\_\_\_

---

Employee Name (4): \_\_\_\_\_

Employee Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_  Contract? Location: \_\_\_\_\_

Type of Work/Duties: \_\_\_\_\_

If a noncontract employee, specify scheduled worktimes, hours, and scheduled workdays:

---

### Wage Information (check all that apply for THIS employee and supply specifics where requested)

Hourly    Daily    Weekly    Monthly   Amount per pay period: \_\_\_\_\_

How are employee's wages paid?

Cash    Bank    Manager

Do you use pay receipts?

Yes    No    Bank Check

What benefits do you provide?

---

Employee has your house key(s) For which doors? \_\_\_\_\_

---