



DOWN PAYMENT ASSISTANCE: Purchase of Mobile Homes

\$1,000 Match

- PCDC will match employer's contribution up to \$1,000.
- This program is designed to assist a current or new employee living outside the county to move to Phelps County with a PCDC grant up to \$1,000 for down payment assistance for a qualifying mobile home.
- Employees renting a Phelps County residence for less than 12 months may still qualify if they provide a copy of their lease agreement and previous out-of-county address.
- Employers must originate the application and provide it to PCDC for review and approval 3 weeks prior to the closing of the sale of the employee's new property.
- Beyond PCDC's residency requirement, the employer establishes its own criteria to inform and then select employees that are eligible for the assistance.
- PCDC's funds will be made payable to the EMPLOYER post escrow closing and closing documents (i.e. buyer's closing statement, copy of the check or check stub used for the closing) have been provided to PCDC.
- PCDC requires a copy of the buyer's closing statement as proof that funds were used to assist with closing costs/down payment.
- Funds may be used as a down payment or for closing costs for the purchase of a mobile home or any other style home that is not permanently affixed to a foundation. Other conditions may apply.
- If you are self-employed or a public employee and moving to Phelps County, please contact our office to discuss.

APPLICATION:

DATE OF APPLICATION: _____ EMPLOYER: _____

REPRESENTATIVE & TITLE: _____ SIGNATURE: _____

EMAIL: _____ PHONE NUMBER: _____

AMOUNT REQUESTED: _____ (NO EMPLOYEE MATCH REQUIRED)

EMPLOYEE'S / APPLICANT'S NAME: _____

EMPLOYEE'S POSITION: _____ DATE OF EMPLOYMENT: _____

EMPLOYEE'S PHONE NUMBER: _____ EMAIL: _____

EMPLOYEE'S CURRENT ADDRESS: _____

HOW LONG HAS EMPLOYEE BEEN AT CURRENT ADDRESS: _____

IF LESS THAN 12 MONTHS, PREVIOUS ADDRESS: _____

EMPLOYEE'S NEW ADDRESS: _____

ANTICIPATED CLOSING DATE ON HOME: _____ EMPLOYEE'S FAMILY SIZE: _____ Adults _____ Children

Approved / Denied

PCDC REPRESENTATIVE

DATE

PCDC' NOTES AND FOLLOW UP INFO: _____