



EMPLOYEE RELOCATION ASSISTANCE PROGRAMS

DOWN PAYMENT ASSISTANCE:

\$2,500

Match

- PCDC will match dollar for dollar, up to \$2,500, any Phelps County employers' contributions designed to assist a current or new employee living outside the county to move into Phelps County. Employer may grant or loan more than \$2,500.
- Employees that have been renting a Phelps County residence for less than 12 months may still qualify; a copy of their lease agreement is required.
- Applications are originated by employers and must be provided to PCDC for review and approval 3-weeks prior to the escrow closing of the employee's new property unless a time-limit waiver has been requested and approved by PCDC staff.
- Beyond PCDC's residency requirement, the employer establishes its own criteria to inform and 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.
- Funds may be used as a down payment or for closing costs for the purchase of a single-family house, townhome, or condo. A special category has been established for mobile homes or other dwellings that are not permanently affixed to a foundation.

APPLICATION:

DATE OF APPLICATION: _____ EMPLOYER: _____

REPRESENTATIVE & TITLE: _____ SIGNATURE: _____

AMOUNT REQUESTED: _____ EMPLOYER'S MATCH AMOUNT: _____

EMPLOYEE'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' COMMENTS AND FOLLOW UP INFO: _____
