



EMPLOYEE RELOCATION GRANT PROGRAMS

DOWN PAYMENT ASSISTANCE REIMBURSEMENT GRANT TO EMPLOYER \$2,500 No payback

- 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 to Phelps County. Employer may grant or loan more than \$2,500.
- Employees renting a Phelps County residence for less than 12 months still qualify if they provide a copy of their lease agreement.
- Employer must complete the application and provide to PCDC for review and approval **3 weeks** prior to the escrow closing of the employee's new property.
- Beyond PCDC's residency requirement, **the employer will establish 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.
- Funds may be used as a down payment or for closing costs for the purchase of a single-family house, townhome, or condo but may not be used for mobile homes or any other style home that is 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: _____

_____	_____	_____
PCDC REPRESENTATIVE	DATE	Approved/Denied

PCDC' NOTES AND FOLLOW UP INFO: _____
