



**DOWN PAYMENT ASSISTANCE: Public Employees / Self-Employed**

**Up to \$2,500**

No Match Required. This program is designed to assist a new public employee in Phelps County. PCDC grants up to \$5,000 to employers for down payment assistance reimbursement to purchase a newly constructed house or existing (2+ year old home).

- Employers must originate applications, which must be provided to PCDC for review and approval 3 weeks prior to the escrow closing of the employee's new property.
- Employers establish their own criteria to inform and then select employees that are eligible for the assistance.
- PCDC will provide its grant payment directly to the escrow closing agent at time of closing. Cashier's Check will be made payable to the title company handling the closing.
- 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 single-family house, townhome, or condo. A special category that delivers a smaller amount is available for mobile homes or other similar dwellings.
- If you are self-employed 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: \_\_\_\_\_

\_\_\_\_\_