

## 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: \_\_\_\_\_

**PUBLIC EMPLOYEE DOWN PAYMENT ASSISTANCE GRANT TO EMPLOYER**      **\$2,500**      **No payback**

- Program designed to assist a current or new public employee living outside the county to move to Phelps County by PCDC granting \$2,500 for down payment assistance.
- 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 can establish its 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 but may not be used for mobile homes or any other style home that is not permanently affixed to a foundation.
- If you are self-employed and moving to Phelps County, please contact our office to discuss.

**APPLICATION:**

DATE OF APPLICATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

REPRESENTATIVE & TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_ (NO EMPLOYEE MATCH REQUIRED)

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:** \_\_\_\_\_

## NEW HOMEOWNER IMPROVEMENT PROGRAM

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### RESIDENTIAL EXTERIOR IMPROVEMENTS GRANT

**\$1,500 match**

- Grant is available for New or Existing Phelps County Residents purchasing a primary residence of a single-family house, townhome, or condo located within city limits for all municipalities in Phelps County, valued at \$225,000 or less and needing/wanting to do exterior improvements to be owner occupied.
- Buyer must apply and receive PCDC's approval for loan at least 2 weeks before closing on property.
- Qualifying projects are as follows, but not limited to: sidewalk or driveway installation/repair, new roof, windows, siding, building a garage, painting, addition to structure.
- For PCDC to review application, applicant must attach all the requested documents and information to the completed two-page application.
- Work cannot begin until new owners have received approval from PCDC and closed on the property.
- **Improvements need to be completed six months following approval.** If this timeline is not doable following the closing on the property for any reason, please contact PCDC to discuss.
- PCDC will pay the contractors/service providers directly on behalf of the applicant.
- For the project to be funded once completed, final Invoices and photos of the improvements must be turned in to PCDC. PCDC will then issue payment check(s) and mail to the addresses provided on the final invoices. If any of the service providers require a deposit prior to starting the project, please inform PCDC when applying.
- By signing the application, Applicant gives PCDC permission to use before and after pictures of the improvements for any marketing purposes.

### **APPLICATION:**

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT'S NAME(S): \_\_\_\_\_

APPLICANT'S CURRENT ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NEW PROPERTY'S ADDRESS: \_\_\_\_\_

PROPERTY'S LEGAL DESCRIPTION: \_\_\_\_\_

EXISTING EXTERIOR CONDITION: \_\_\_\_\_

PLANS FOR IMPROVEMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**RESIDENTIAL IMPROVEMENT APPLICATION CONT'D:**

ESTIMATED TOTAL IMPROVEMENT PROJECT COST: \_\_\_\_\_

PROPERTY VALUE: \_\_\_\_\_ ESTIMATED VALUE AT COMPLETION: \_\_\_\_\_

ANTICIPATED CLOSING DATE ON PROPERTY: \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING SUPPORTIVE DOCUMENTS TO COMPLETE YOUR APPLICATION:**

1. SKETCHES, PICTURES, OR SAMPLES OF PROPOSED RENOVATION PLANS
2. A COMPLETE COPY OF YOUR PROJECT'S BID(S).
3. PRICING SHEET(S) OF ANY ADDED FEATURES TO YOUR PROPERTY.
4. PHOTOS OF THE PROPERTY'S CURRENT CONDITION.

\_\_\_\_\_  
SIGNATURE OF APPLICANT                      DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT                      DATE

\_\_\_\_\_  
**PCDC REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Approved/Denied**

**PCDC' NOTES AND FOLLOW UP INFO:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Are the following documents included in application:**

- o Sketches, pictures, or samples of proposed renovation plans: \_\_\_\_\_
- o A complete copy of your project's bid(s): \_\_\_\_\_
- o Pricing sheet(s) of any added features to your property: \_\_\_\_\_
- o Photos of the property's current condition: \_\_\_\_\_