



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: _____