



RENTER’S RELOCATION REIMBURSEMENT GRANT TO EMPLOYER

\$500

Designed to assist a current employee living outside the county or a new employee to move to Phelps County. The applicant cannot currently live in Phelps County while applying.

- Employer must complete the application and provide it to PCDC for review and approval prior to employee executing the lease agreement. Only full-time, permanent employees are eligible.
- Employee must sign and provide copy of a 1-Year Lease Agreement for a Phelps County Address to qualify. Landlord must provide proof that they own the property being rented by applicant.
- Beyond PCDC’s guidelines and advertisement, the employer will establish its own criteria to inform and then select employees that are eligible for the assistance.
- PCDC will provide its grant payment as a reimbursement directly to the employer once the application has been approved and lease agreement has been signed.
- **CHECK WILL BE MADE PAYABLE TO THE EMPLOYER**, unless other arrangements have been made between the employer and PCDC at the time of application.
- Grant may be used for any relocation expense including rent, deposit, and moving expenses.
- If approved by the Employer, Grant Recipients may also qualify for PCDC’s Home Buyer Down Payment Assistance Grant 30 days post completion of the 1-Year lease. (please see Down Payment Assistance Grant guidelines for more information).

APPLICATION:

DATE OF APPLICATION: _____ PHELPS COUNTY EMPLOYER: _____

EMPLOYER REPRESENTATIVE SIGNATURE & TITLE : _____

EMAIL: _____ PHONE NUMBER: _____

EMPLOYEE’S NAME: _____

DATE OF EMPLOYMENT: _____ EMPLOYEE’S POSITION: _____

FULLTIME, PERMANENT POSITION: Yes / No (circle one)

EMPLOYEE’S PHONE NUMBER: _____ EMAIL: _____

EMPLOYEE’S CURRENT ADDRESS: _____

_____ HOW LONG AT CURRENT ADDRESS: _____

IF LESS THAN 12 MONTHS, PREVIOUS ADDRESS: _____

EMPLOYEE’S NEW ADDRESS: _____

ANTICIPATED LEASE START DATE: _____ EMPLOYEE’S FAMILY SIZE : _____

LANDLORD’S NAME AND CONTACT INFO: _____

Approved / Denied

PCDC REPRESENTATIVE

DATE

PCDC’ NOTES AND FOLLOW UP INFO: _____