

**RENTER'S RELOCATION REIMBURSEMENT GRANT TO EMPLOYER**

**\$1,000**

**no payback**

- Designed to assist a current employee living outside the county or a new employee to move to Phelps County.
- Employer must complete the application and provide to PCDC for review and approval prior to employee executing the lease agreement.
- Employee must sign a 1-Year Lease Agreement for a Phelps County Address to qualify.
- 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 employer and PCDC.
- Grant may be used for any relocation expense including rent, deposit, and/or other moving expenses.
- If approved by the Employer, Grant Recipients may 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: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

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

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 LEASE START DATE: \_\_\_\_\_ EMPLOYEE'S FAMILY SIZE: \_\_\_\_\_

LANDLORD'S NAME AND CONTACT INFO: \_\_\_\_\_

\_\_\_\_\_  
**PCDC REPRESENTATIVE** **DATE** **Approved/Denied**

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

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