

# EMPLOYEE RELOCATION GRANT PROGRAMS

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**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.
- 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: \_\_\_\_\_

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<b>PCDC REPRESENTATIVE</b>	<b>DATE</b>	<b>Approved/Denied</b>
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**PCDC' NOTES AND FOLLOW UP INFO:** \_\_\_\_\_

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