

# 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.
- 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: \_\_\_\_\_

---

<b>PCDC REPRESENTATIVE</b>	<b>DATE</b>	<b>Approved/Denied</b>
----------------------------	-------------	------------------------

**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.
- 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.

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

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

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

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