

DUPLICATE HOUSING REQUEST

(Full-Time Employees Only)

Submit monthly until previous home is sold, or no longer renting

NAME : _____ FOR MONTH OF: _____

Emp. ID: _____

Current Home:

Rent/Mortgage (copy of lease/rental statement OR mortgage statement) _____

Rental Expenses (on previous home)

Rent (copy of lease or rental statement required) _____

Utilities (copy of current statement required) _____

Yard Care (copy of current statement required) _____

Principal and interest (copy of current statement required) _____

Property taxes (if not included in monthly payment- (copy of tax bill required) _____

Insurance (if not included in monthly payment copy of insurance bill required) _____

SUBTOTAL _____

Additional Expenses:

Utilities (copy of current statement required) _____

Yard Care (copy of current statement required) _____

TOTAL _____

After three months- copy of appraisal and copy of sales listing at no more than 100% of appraised value required.

Date turned in..... _____

Appraisal Cost (copy of appraisal and invoice for appraisal required) _____

After six months – copy of sales listing at no more than 95% of appraised value required.

*See Duplicate Housing Policy on second page (Y 16 06) Duplicate Housing is considered moving expense.

*Employee must read and return signed Amortization/Authorization page.

OFFICE USE ONLY

Request# _____

Maximum amount eligible for: Code 10511 \$ _____

Working Policy 2020-2021

AMORTIZATION OF MOVING EXPENSES AND AUTHORIZATION

Y 16 06 Additional Housing Assistance—

1. Duplicate Housing—

a. Initial Assistance—When an employee is moved from one location to another, and because of the conditions of his/her lease or failure to sell or rent his/her home, he is required to pay housing expenses both his/her former location and at his/her

Amortization of Moving Expenses

The following provisions govern the amortization of moving expenses in negotiations regarding employee moves:

- a. Any organization in the North American Division calling an employee who has rendered less than 2 years of service to an employing organization shall make 100% reimbursement for the employee's last move to that location.

Service of fewer than 2 full years.....100% reimbursement due the employing organization
Service of 2 to 3 years..... 50% reimbursement due the employing organization
Service of 3 to 4 years..... 25% reimbursement due the employing organization

- b. Any unamortized moving expenses, as calculated in, the above "a", shall be reimbursed to the last denominational employing organization by an employee who leaves denominational employment prior to a minimum service term of 4 years at the last place of employment, providing the employee initiates the termination. If the employing organization initiates the termination, it shall assume the unamortized portion of moving expenses.

I request duplicate housing assistance and I fully understand the Duplicate Housing Policy and Amortization of Moving Expenses.

Signature of employee

Date