



**RENTER’S RELOCATION REIMBURSEMENT GRANT**

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