

DUPLICATE HOUSING ASSISTANCE Y 16-06

A completed form is to be submitted each month for which allowance is requested.

A. Request for Allowance (check one)

- | | | | |
|---------------------------------------|--|--|---|
| <input type="checkbox"/> First month | <input type="checkbox"/> Fourth month* | <input type="checkbox"/> Seventh month** | <input type="checkbox"/> Tenth month** |
| <input type="checkbox"/> Second month | <input type="checkbox"/> Fifth month* | <input type="checkbox"/> Eighth month** | <input type="checkbox"/> Eleventh month** |
| <input type="checkbox"/> Third month | <input type="checkbox"/> Sixth month* | <input type="checkbox"/> Ninth month** | <input type="checkbox"/> Twelfth month** |

1. Date duplicate housing charges began _____

2. Projected date of termination for need of duplicate allowance _____

B. New residence address: _____

C. Previous residence address: _____

1. If previous residence is LEASED, monthly payment _____

Date lease expires _____

2. If previous residence is OWNED, monthly house payment including insurance, and taxes _____

Listed by _____ Listing Price _____

D. Income received from rent, sublease, etc. _____

E. Other information: _____

Today's Date

Your name (please print) _____ Signature _____

For Office Use Only

Amount _____ No. of months previously granted _____

COMMENTS: _____

Approved by _____ Date _____

* To be eligible for assistance listing price may not exceed 100% of appraisal. Please include copy of appraisal.

** To be eligible for assistance listing price may not exceed 95% of appraisal

DUPLICATE HOUSING ASSISTANCE POLICY

NADWP 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 at his/her former location and at his/her new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.
- b. *Unusual Circumstances*—In unusual circumstances when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1. was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.
- c. *Extreme Circumstances*—If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 percent of the appraisal during this period.
- d. *Amount*—When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 100 percent of the cost factor (housing/utilities/property tax of the Relocation Analysis Report) as indicated by ERI/Statistics Canada for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.