

CLAIM FOR REIMBURSEMENT OF CLOSING COSTS FOR PURCHASE OF NEW RESIDENCE

INSTRUCTIONS TO EMPLOYEE: The total amount of expenses being claimed for the purchase of your home must be included on a separate SF 1012, Travel Voucher. You should make sure that you include the following documentation with this claim. Failure to supply the required documentation could result in a delay in your reimbursement.

1. Copy of your contract (and any addenda) to purchase this residence signed by both the sellers and buyers.
2. Property closing statement signed by both the buyers and sellers or copies of the closing statements certified by the settlement agent.
3. Copy of your Truth-in-Lending statement (if new financing was obtained).
4. Receipts or copies of canceled checks for items paid outside of closing (POC).

SECTION A - EMPLOYEE AND RESIDENCE INFORMATION

1. EMPLOYEE NAME <i>(First, middle, last)</i>		2. TRAVEL AUTHORIZATION NUMBER	
3. OLD OFFICIAL STATION		4. NEW OFFICIAL STATION	
5. DATE YOU WERE NOTIFIED OF IMPENDING TRANSFER	6. REPORTING DATE	7. DATE OF CLOSING OR SETTLEMENT	
8. COMPLETE ADDRESS OF NEW RESIDENCE <i>(street, city, state, ZIP code)</i>		9. TYPE OF PROPERTY <i>(Check one)</i>	
		<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> DUPLEX <input type="checkbox"/> CONDOMINIUM <input type="checkbox"/> COOPERATIVE <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> OTHER _____ <i>(specify)</i>	

SECTION B - CLOSING COSTS CLAIMED

NOTE: Enter the closing cost amount actually paid on the appropriate line. You will be reimbursed for allowable costs incurred that are reasonable in amount and customarily paid by the purchaser of a residence in the locality where the residence is located.

10. CLOSING COSTS CLAIMED	AMOUNT
a. LOAN ORIGATION FEE %	\$
b. APPRAISAL FEE <i>(enclose receipt or canceled check)</i>	\$
c. CREDIT REPORT <i>(enclose receipt or canceled check)</i>	\$
d. LENDER'S INSPECTION FEE	\$
e. ASSUMPTION FEE	\$
f. SETTLEMENT OR CLOSING FEE	\$
g. ABTRACTOR TITLE SEARCH	\$
h. TITLE INSURANCE BINDER	\$
i. TITLE EXAMINATION	\$
j. DOCUMENT PREPARATION	\$
k. NOTARY FEES	\$
l. ATTORNEY'S FEE	\$
m. TITLE INSURANCE <i>(NOTE: Only the lender's portion of a title insurance policy is reimbursable; if you purchased both lender's and owner's coverage together, you should have the settlement agent provide you with the proper proration of the cost.)</i>	\$
n. RECORDING FEES	\$
o. CITY/COUNTY/TAX/STAMP	\$
p. STATE TAX/STAMPS	\$
q. SURVEY	\$
r. OTHER CLOSING COSTS: <i>(Identify)</i>	
(1)	\$
(2)	\$
(3)	\$
(4)	\$
(5)	\$
TOTAL CLOSING COSTS _____	\$ _____

SECTION C - EMPLOYEE CERTIFICATION

I certify that the amounts claimed in connection with the above purchase represent only amounts actually paid by me and that title to the property is <u>ONLY</u> in my name and/or member of my immediate family and is my new residence.	SIGNATURE	DATE
	▶	

SECTION D - PURCHASE APPROVAL

The closing costs claimed above are approved as being (1) reasonable in amount and (2) customarily paid by the buyer in the locality where the property is located <input type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED, PER ATTACHED LETTER.	SIGNATURE	DATE
	▶	
	NAME AND TITLE	

SECTION E - FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT

PAYMENT OF THIS CLAIM IS APPROVED IN THE AMOUNT OF \$ _____	SIGNATURE	DATE
	▶	
	NAME AND TITLE	

PRIVACY ACT OF 1974

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in 5 USC 5701-5733, particularly sections 5721-5733, 30 USC 905 and Executive Order 9397. Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine your eligibility for and amount to reimburse you for expenses incurred in connection with permanent change of station travel. Information may be transferred to appropriate Federal, State, or local agencies when relevant to civil, criminal or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we will not be able to reimburse you for your expenses.

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