

**EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED
UPON SALE OR PURCHASE OF RESIDENCE UPON CHANGE OF OFFICIAL STATION**

I. Employee information

Name:	Mailing address:	Purchase: _____ Sale: _____
Sale		Purchase
Complete address of residence:		Complete address of residence:
Price:		Price:
Date of closing or settlement:		Date of closing or settlement:
Amount claimed:		Amount claimed:

II. Employee certification:

SALE:

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.

Signature of employee: _____ Date: _____

PURCHASE:

I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my residence.

Signature of employee: _____ Date: _____

REFER TO: FTR 302-6.2d or the Employees on the Move Handbook for information.

THE FOLLOWING ARE NOT REIMBURSABLE:

Processing fee	
Tax service fee	
Underwriting fee	
Commitment fee	

EXPENSES INCURRED IN PURCHASE OR SALE OF A RESIDENCE

"P" is for purchase and "S" is for sale

P or S	REIMBURSABLE ITEMS:	Settlement statement line item	Amount incurred
S	Total sales commission - not to exceed 7% of the sale price <u>Price X % =</u>		\$
P	Loan origination fee - not to exceed 1% of the amount of the loan		\$
P/S	Appraisal		\$
P	Credit report		\$
P	Lenders inspection fee		\$
P	Flood certificate		\$
P/S	Settlement / closing fee		\$
P	Document preparation fee for title work		\$
P/S	Abstract or title search		\$
P/S	Title exam		\$
P/S	Title insurance: Purchase = Lender's coverage Sale = Owner's coverage Documentation of the specific lender's / owner's coverage premium is required, if not listed on the settlement statement.		\$
P/S	Survey		\$
P/S	Recording: Purchase = Deed + Mortgage Sale = Releases		\$
P/S	City / county / state stamps		\$
P/S	Sales / transfer taxes		\$
P/S	Pest inspection		\$
P	Inspections: Purchase (only if required by the lender)		\$
P/S	Attorney's fees		\$
P/S	Other incidental expenses:		\$
TOTAL EXPENSES CLAIMED			\$