



## Arkansas-Louisiana Conference of Seventh-day Adventists

### Duplicate Housing Application

Name \_\_\_\_\_ Date of Move: \_\_\_\_\_

#### House for Sale:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Does the house have a prospective buyer?  Yes  No

Will you be collecting rent from this property?  Yes  No If yes, Amt \$ \_\_\_\_\_

**Application must be submitted monthly.**

**Required documents for each phase must be in effect before assistance is granted.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

<b>PHASE I</b>	Initial application for assistance up to three months (months 1, 2, 3). <ul style="list-style-type: none"><li>• Attach copy of mortgage payment coupon.</li><li>• Attach copy of real estate listing contract or other evidence showing date effective on market.</li></ul>
<b>PHASE II</b>	Application for up to three additional months (months 4, 5, 6). <ul style="list-style-type: none"><li>• Attach copy of appraisal (and receipt for reimbursement).</li><li>• Attach copy of real estate listing contract.</li></ul> Appraisal Value \$ _____ List Price \$ _____ Date Effective _____ <p><b>In order to be eligible for PHASE II, the property must be appraised and the asking price for said home must not be more than 100% of the appraisal.</b></p>
<b>PHASE III</b>	Application for up to six additional months beyond initial six months. <ul style="list-style-type: none"><li>• Attach a copy of real estate contract.</li></ul> List Price \$ _____ Date Effective _____ <p><b>In order to be eligible for PHASE III, the asking price for said home Must not be more than 95% of the appraisal.</b></p>

**Return this form to Human Resources.**

Please keep a copy of this form for your personal records.