**CITY OF LITTLE ROCK**

**RESIDENCY INCENTIVE PROGRAM APPLICATION**

Employee Name and Employee Number:

Date of Hire/End of Probation:

Date of Request:

Department/Division:

Employee Job Title:

Employee Statement: I hereby request that the City of Little Rock provide to me $\_\_\_\_\_\_\_\_\_\_\_\_\_ for expenses related to moving into the City of Little Rock for buying or renting a primary residence as detailed in Procedure Guideline #[1012](http://lrintranet/depts/CityManagersOffice/Policies/1012.pdf). I understand that if I terminate my employment with the City for any reason within two (2) years from the date payment is received I will be personally liable to reimburse the City 100% of the Residency Incentive payment. The City shall accordingly be entitled to recover any such amount from any payment due me upon termination including but not limited to wages, leave payoff, pension disbursements, expense reimbursements, etc. I have included original documents, such as utility statements, lease agreements, closing papers, sellers’ Purchase Contract (with a copy of the Settlement Statement – HUD-1 document or closing/title paperwork within five (5) business days after closing, etc., demonstrating that I have purchased a home or demonstrated that I intent to buy a home in Little Rock or that I moved into Little Rock and have leased/rented a home for a minimum of one (1) year. The incentive payment is limited to one (1) household.

 Employee Signature and Date

 City Manager Approval and Date

**Human Resources Use Only:**

Date of Request Received:

Date of Hire and end of Probationary Period:

Address validated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incentive Eligible For: Rental \_\_\_\_\_\_\_ Purchase \_\_\_\_\_\_\_

Approved to send to City Manager:

Payment processed by Finance after City Manager Approval: