



Housing Incentive Program – Relocation Bonus Application

Please complete all applicable areas of the application and return along with the requested documentation to:
Atlanta Police Foundation, 127 Peachtree St. NE, Suite 201, Atlanta GA 30303. For questions, please contact
 Stephanie Cruse, Housing Program Manager, at (404) 586-0180, or via email at scruse@atlantapolicfoundation.org.

Applicant Name: _____ Phone: _____ Email: _____

Division/Zone: _____ Rank: _____ Academy Class# (recent grads): _____ Sworn Date: _____

Bonus amt requested:	<input type="checkbox"/> \$1,000 (city-wide)	<input type="checkbox"/> \$2,000 (Downtown)	<input type="checkbox"/> \$3,000 (Buckhead)
----------------------	--	---	---

Current Address: _____		Move-In Date: _____
City: _____	State: _____ Zip: _____	Own or Rent <i>(at current address)(circle one)</i>
If renting: <i>(at current addr)</i>	Apartment/Landlord Name: _____ Phone Number: _____	Lease exp date: _____

Previous Address: _____		Move-Out Date: _____
City: _____	State: _____ Zip: _____	Own, Rent, or Other <i>(at previous address)</i>
If rented: <i>(at prev addr)</i>	Apartment/Landlord Name: _____ Phone Number: _____	If other please explain <i>(e.g. military, lived at home, etc):</i> _____

Is your current/new address located within one of the six (6) patrol zones of the APD?

Yes or No: _____ If yes, which zone? _____ Do you intend to reside in the City of Atlanta for a period of at least 12 months? _____

Please list any additional information and/or special circumstances you would like the Atlanta Police Foundation to take into consideration when evaluating your application.



Housing Incentive Program – Relocation Bonus Application

Terms & Conditions

The following terms and conditions apply to the Atlanta Police Foundation's Relocation Bonus Incentive Program. All terms and conditions must be met in order to be eligible for the relocation bonus funds.

1. Applicant must be an **active, sworn officer of the Atlanta Police Department**.
2. Applicant **must have relocated to the City of Atlanta on or after November 1, 2010**. Relocations include both out-of-state and local relocations.
3. Relocation bonus incentive is **applicable to both purchases AND rentals**. Dwelling must be located within the six patrol zones of the City of Atlanta.
4. Dwelling **must be the applicant's primary residence**. Relocation bonus incentive does not apply to dwellings applicant intends to use as a 2nd home or as investment property.
5. Applicant must provide documentation to **demonstrate intent to reside in the City of Atlanta for a period of at least 12 months** from the date of lease or purchase. Relocation bonus does not apply to relocations for periods of less than 12 months.
6. Existing lease agreements must have at least 6 months remaining. Applicants with less than 6 months remaining on current lease may be subject to demonstrating lease renewal or extension before relocation bonus will be paid.
7. **Relocation bonus is payable in one installment of \$1,000 for purchases and in two installments of \$500 each for rentals**. The 1st installment will be paid upon approval of application. The 2nd installment will be paid 6 months following initial installment upon verification that applicant still resides in the City of Atlanta. Applicant is responsible for applying for the 2nd installment.
8. **Relocation bonus is a one-time bonus**. Bonus IS NOT applicable to multiple relocations.
9. All **applications are subject to periodic quality control review** by the Atlanta Police Foundation.
10. **Any agreement between housing provider and officer for services rendered must conform to the current policies and procedures of the Atlanta Police Department**.



Housing Incentive Program – Relocation Bonus Application

Required Documentation

The following documentation is required in order to process your application for approval:

Purchase Transactions:

1. Copy of HUD-I Settlement Statement showing applicant as buyer or co-buyer of new residence.
2. Documentation to show location of prior residence (*former lease agreement, utility bill, or other mailing with officer's name and former address*).
3. Copy of Atlanta Police Department identification.
4. Completed application signed by applicant, immediate supervisor, and unit/zone commander.
5. Completed W-9 form. (NOTE: Taxes **ARE NOT** withheld from bonus check. Instead, a 1099-MISC will be issued at the end of the tax year. Please refer to your tax preparer for filing requirements.)

Rental Transactions:

1. Copy of lease agreement showing applicant as lessee or co-lessee of new residence.
2. Documentation to show location of prior residence (*former lease agreement, utility bill, or other mailing with officer's name and former address*).
3. Copy of Atlanta Police Department identification.
4. Completed application signed by applicant, immediate supervisor, and unit/zone commander.
5. Completed W-9 form. (NOTE: Taxes **ARE NOT** withheld from bonus check. Instead, a 1099-MISC will be issued at the end of the tax year. Please refer to your tax preparer for filing requirements.)



Housing Incentive Program – Relocation Bonus Application

Authorization to Release Information

(This form is applicable to rentals only)

Applicant Name: _____			
Current Address: _____	City: _____	State: _____	Zip: _____

I hereby authorize the Atlanta Police Foundation to verify that I am a current tenant at the address listed above.

I hereby authorize the landlord/leasing agent of the address listed above to release information regarding the dates of my occupancy to the Atlanta Police Foundation.

Applicant Name (Print)

Applicant Signature

Date

FOR APF USE ONLY:	NOTES:
Date verified: _____	_____
Spoke with: _____	_____
Verified by: _____	_____



Housing Incentive Program – Relocation Bonus Application Downtown Addendum

The Atlanta Downtown Improvement District (ADID) has committed to match the Atlanta Police Foundation (APF) Relocation Bonus Incentive for officers moving to Downtown. In addition to receiving \$1,000 for relocating to the City of Atlanta, applicants are eligible to receive an additional \$1,000 for relocating to Downtown – for a total relocation bonus of \$2,000.

Who's Eligible?

The Downtown incentive is open to any active, sworn Atlanta police officer who relocates to Downtown on or after March 1, 2011.

Eligible Properties:

The Downtown incentive is applicable to both purchases AND rentals within the boundaries of North Avenue, Boulevard, I-20, and Northside Drive. Must be primary residence.

Terms & Conditions:

1. Applicant must be an **active, sworn officer of the Atlanta Police Department (APD)**.
2. Applicant **must have relocated to Downtown on or after March 1, 2011**.
3. The Downtown incentive is **applicable to both purchases AND rentals** within the boundaries of North Avenue, Boulevard, I-20, and Northside Drive.
4. Dwelling **must be the officer's primary residence**. Relocation bonus does not apply to dwellings that applicant intends to use as a 2nd home or as investment property.
5. **The Downtown incentive is payable in two installments of \$1000 each**. The 1st installment is payable upon approval of initial application. The 2nd installment is payable 6 months following the 1st installment upon verification that officer still resides in Downtown. Officer is responsible for applying for the 2nd installment.
6. **The Downtown incentive is a one-time bonus**. Bonus DOES NOT apply to multiple relocations.
7. **All applications are subject to periodic quality control** review by the Atlanta Police Foundation.
8. **Any agreements for services rendered by officer must conform to the current policies and procedures of the Atlanta Police Department**.



Housing Incentive Program – Downtown Addendum

Certifications & Acknowledgements

(initial here) I would like to apply for the Downtown relocation bonus incentive of \$1,000.

(initial here) I certify that, to the best of my knowledge, my primary residence is located within the Downtown boundaries of North Avenue, Boulevard, I-20 and Northside Drive.

(initial here) I agree to maintain my primary residency in Downtown for a period of at least 12 months following receipt of relocation bonus funds. If I relocate outside of Downtown within 12 months of receipt of relocation bonus funds, I agree to reimburse the Atlanta Police Foundation, within 90 days of relocating, the full amount of the Downtown portion of the relocation funds paid to me.

Applicant Signature

Applicant Printed Name

Date



Housing Incentive Program – Relocation Bonus Application Buckhead Addendum

The Buckhead Community Improvement District (CID) and the Buckhead Coalition have committed to double the Atlanta Police Foundation (APF) Relocation Bonus Incentive for Atlanta police officers moving to Buckhead. In addition to receiving \$1,000 for relocating to the City of Atlanta, applicants are eligible to receive an additional \$2,000 for relocating to Buckhead – for a total relocation bonus of \$3,000.

Who's Eligible?

The Buckhead incentive is open to any active, sworn Atlanta police officer who relocates to Buckhead on or after September 1, 2011 (July 1, 2011 for properties located within the Buckhead CID boundaries).

Eligible Properties:

The Buckhead incentive is applicable to both purchases AND rentals within the boundaries of Buckhead and the Buckhead CID.

Buckhead Boundaries:

The Buckhead boundaries are defined as the city-limits/DeKalb County line on the east; the city-limits Sandy Springs line on the north; the city-limits/Cobb County line on the west, and Peachtree Creek from the Chattahoochee River to I-75, I-75 to I-85, and I-85 to DeKalb County on the south.*

Buckhead CID Boundaries

The Buckhead Community Improvement District (CID) is the area of major offices, hotel and retail developments within Buckhead and includes Peachtree Rd. from Sheridan Dr. northeast to Roxboro Rd.; Paces Ferry Rd. from E. Andrews Dr. east to Piedmont Rd., and Piedmont Rd. from Peachtree northwest to Habersham Rd.*

** For a map of the Buckhead and Buckhead CID boundaries, please visit the APF Housing Incentive Program website at www.atlantapolicefoundation.org.*



Housing Incentive Program – Relocation Bonus Application Buckhead Addendum

Terms & Conditions:

1. Applicant must be an **active, sworn officer of the Atlanta Police Department (APD)**.
2. Applicant **must have relocated to Buckhead on or after September 1, 2011 (July 1, 2011 for properties located within the CID boundaries)**.
3. The Buckhead incentive is **applicable to both purchases AND rentals** within the boundaries of Buckhead and the Buckhead CID as defined within this addendum.
4. Dwelling **must be the officer's primary residence**. Relocation bonus does not apply to dwellings that applicant intends to use as a 2nd home or as investment property.
5. The Buckhead incentive is **contingent upon officer residing in Buckhead for a period of 2 years** following receipt of relocation bonus funds.
6. The Buckhead incentive is **contingent upon officer's commitment to provide 1 hour of civic service in Buckhead during the first 6 months, plus an additional 1 hour during the following 12 months**, as coordinated by the Buckhead Coalition. (Note: The civic service requirement does not apply to officers residing within the boundaries of the Buckhead CID.)
7. **The Buckhead incentive is payable in two installments of \$1500 each**. The 1st installment is payable upon approval of initial application. The 2nd installment is payable 12 months following the 1st installment upon verification that officer still resides in Buckhead. Officer is responsible for applying for the 2nd installment.
8. **The Buckhead incentive is a one-time bonus**. Bonus DOES NOT apply to multiple relocations.
9. All **applications are subject to periodic quality control review** by the Atlanta Police Foundation.
10. **Any agreements for services rendered by officer must conform to the current policies and procedures of the Atlanta Police Department**.



Housing Incentive Program – Relocation Bonus Application Buckhead Addendum

Certifications & Acknowledgements:

- _____
(initial here) I would like to apply for the Buckhead relocation bonus incentive of \$2,000.
- _____
(initial here) I certify that, to the best of my knowledge, my primary residence is located within the boundaries of _____ Buckhead **OR** _____ Buckhead CID (*check one*).
- _____
(initial here) I agree to maintain my primary residency in Buckhead for a period of at least 24 months. If I relocate outside of Buckhead within 12 months of receipt of the 1st installment or within 12 months of receipt of the 2nd installment, I agree to reimburse the Atlanta Police Foundation, within 90 days of relocating, the full amount of any portion of the Buckhead relocation funds paid to me.
- _____
(initial here) I agree to provide 1 hour of civic service in Buckhead during the first 6 months of relocation, plus an additional 1 hour during the following 12 months, as coordinated by the Buckhead Coalition. (Note: The civic service requirement does not apply to officers residing within the boundaries of the Buckhead CID).
- _____
(initial here) I authorize the Atlanta Police Foundation to provide my contact information to the Buckhead Coalition for purposes of fulfilling the 2 hours of civic service as outlined in the terms and conditions of this addendum.

Applicant Signature

Applicant Printed Name

Date