

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

(Prescribed by BOB Circular A-56, revised 6/69, and HHS *Travel Manual* 3-60)

**I. EMPLOYMENT - CLAIMANT:**

Name	Mailing Address	Check Applicable Box If Earlier Claim for Real Estate Expenses Submitted for this Transfer <input type="checkbox"/> YES <input type="checkbox"/> NO
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**II. TRANSFER DATA:**

Old Official Station	New Official Station	Date of Notification of Impending Transfer
Travel Authorization Date	Date Reported for Duty at New Official Station	Date Service Agreement Signed

**III. RESIDENCE PROPERTY DATA:**

**(AT OLD OFFICIAL STATION)**

**(AT NEW OFFICIAL STATION)**

COMPLETE ADDRESS OF RESIDENCE			
NUMBER OF DWELLING UNITS ON PROPERTY			
SALE AND/OR PURCHASE PRICE			
DATE OF CLOSING OR SETTLEMENT			
AMOUNT OF EXPENSE BEING CLAIMED			

**EMPLOYEE CERTIFICATION(S):**

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.

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 new residence.

_____ (Signature of Employee)	_____ (Date)	_____ (Signature of Employee)	_____ (Date)
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**IV. APPROVALS:**

<p><b>A. SALE EXPENSES -</b> The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.</p> <p>As Claimed. As Reduced, Per Attached Memo.</p> <p>_____ (Signature)      _____ (Date)</p> <p>_____ (Title)</p>	<p><b>B. PURCHASE EXPENSES -</b> The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.</p> <p>As Claimed. As Reduced, Per Attached Memo.</p> <p>_____ (Signature)      _____ (Date)</p> <p>_____ (Title)</p>	<p><b>C. FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT</b> Payment of this claim is approved in the amount of:</p> <p style="text-align: center;">\$ _____</p> <p>If Amount Approved is Less Than Amount Claimed, See Attached Memo.</p> <p>_____ (Signature)      _____ (Date)</p> <p>_____ (Title)</p>
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**INSTRUCTIONS**

**A. EMPLOYEE - CLAIMANT**

1. Prepare application in triplicate, completing Parts I, II, and III of face and enter all applicable amounts and totals on reverse side.
2. Attach one complete set of documents required to support claim - sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These should be photo or picture copies, as they will not be returned. Be sure you have signed the employee certification(s).
3. Prepare and attach an appropriate agency travel voucher form, or Standard Form 1012, Travel Voucher. (Record total amounts claimed on this form on the travel voucher.)
4. Submit original and first copy of application and supporting documentation, together with Standard Form 1012 or other appropriate agency travel voucher form, to the head of your office at new official station or to the appropriate official designated by your department or agency.  
Retain second copy of the application.

**B. HEAD OF OFFICE**

1. For Sales: Send original and copy of the application, together with the supporting documentation and travel voucher, to the head of the office at the locality of the claimant's old official station, as provided in Section 4.3b of Circular No. A-56, for handling and execution of the approval (see item IV.A) by him, or his designee, who will return the package to you.
2. For Purchases: Approval of the claim must be executed by the head of the office, or his designee, at the locality of the claimant's new official station (unless agency review and approval functions are performed elsewhere). (See item IV.B.)
3. Final administrative approval of payment of the claim must be executed by an appropriate approving official. (See item IV.C.) Such official shall independently determine, in accordance with the provisions of Circular No. A-56, the propriety of all reimbursements claimed (except with regard to reasonableness and whether customarily paid). In this connection, all vouchers for reimbursement of real estate expenses incident to the same transfer shall be examined.
4. Standard Form 1012, or other appropriate agency travel voucher form, shall be completed and submitted following usual procedures accompanied by the original application and supporting documents. File the copy of the application with the office copy of the voucher.

**COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL  
STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)**

ITEM	EXPLANATION	Former Residence	New Residence
1.	<b>BROKERAGE FEES:</b> The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent .....	\$	
2.	<b>ADVERTISING:</b> Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent .....	\$	
3.	<b>APPRAISAL FEE:</b> The amount paid to a professional appraiser for establishing a suggested sale price for the residence .....	\$	
4.	<b>LEGAL AND RELATED COSTS:</b> The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, <i>or</i> (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharged recording fees), etc. ....	\$	\$
5.	<b>MISCELLANEOUS COSTS:</b> Amounts paid in connection with sale of former residence and purchase of a new residence. ( <i>Normally, these expenses (except A.) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.</i> )		
A.	<b>PREPAYMENT CHARGE:</b> The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance .....	\$	
B.	<b>LENDER'S APPRAISAL FEE:</b> The amount paid for the mortgagee-lender's charge for residence appraisal .....	\$	\$
C.	<b>FHA OR VA APPLICATION FEE:</b> The amount paid .....	\$	\$
D.	<b>CERTIFICATIONS:</b> The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA .....	\$	\$
E.	<b>CREDIT REPORT:</b> The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA .....	\$	\$
F.	<b>MORTGAGE TITLE POLICY:</b> The amount paid for mortgage ( <i>or lender's</i> ) title insurance policy only ( <i>as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy</i> ) .....		\$
G.	<b>ESCROW AGENT'S FEE:</b> The amount paid to an escrow agent, title, company, or similar entity for closing a real estate transaction .....	\$	\$
H.	<b>STATE REVENUE STAMPS:</b> The amount paid .....	\$	\$
I.	<b>SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY:</b> The amount paid .....	\$	\$
6.	<b>OTHER INCIDENTAL EXPENSES:</b> Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above ( <i>itemize and explain; if necessary, attach separate sheet</i> ):	\$	\$
<b>TOTAL - FORMER RESIDENCE</b> .....		\$	1-3
<b>TOTAL - NEW RESIDENCE</b> .....			2-3 \$

**NOTE:** In accordance with the real estate expense provisions of Circular No. A-56, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

**FOOTNOTES:**

<sup>1</sup> The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of sale price or \$5,000, whichever is the smaller.

<sup>2</sup> The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of purchase price or \$2,500, whichever is the smaller.

<sup>3</sup> If property is multiple family unit type (*excluding condominium*) expenses will be prorated and allowed for residence unit only.