

Application for Reimbursement of Real Estate Expenses Related to Change of Official Station

U.S. Department of Housing and Urban Development

A. Employee Claimant

- Preparation.** Prepare application by completing items 1 through 13 of Part 1. Enter all applicable amounts and totals on Part 2.
- Supporting documents and signature.** 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) under items 12 and/or 13.
- Travel voucher.** Prepare and attach as a covering transmittal Standard Form 1012, Travel Voucher. Record total amounts claimed on this application on the travel voucher and sign and date the voucher as payee.
- Submission.** Submit Parts 1 and 2 of this application and supporting documentation, together with SF 1012, to the voucher approving official at your new official station. A copy of the application will be returned to you after final administrative approval for payment.

B. Approving Officials

- Sales.** Send the application, together with supporting documentation and SF 1012, to the old official station for execution of item 14 and return to the sender. See the HUD travel regulations for detailed procedures on referrals to the old official station.
- Purchases.** Send the application, together with supporting documentation and SF 1012, to the new official station for execution of item 15 and referral for final administrative approval in accordance with HUD travel regulations.
- Final approval.** Item 16 shall be executed by the Principal Authorizing Official (PAO), his/her designee or other official in accordance with HUD travel regulations. Such official shall independently determine, in accordance with the Federal Travel Regulations, the propriety of all reimbursements claimed (except for reasonableness and whether customarily paid). In making this determination, all vouchers for reimbursement of real estate expenses related to the same transfer shall be examined. After execution of item 16, the complete claims file shall be returned to the voucher approving official.
- Voucher submission.** SF 1012 shall be signed by the voucher approving official and submitted to the appropriate accounting office accompanied by the application and supporting documents. A copy of the application shall be filed with the office copy of SF 1012.

1. Name	2. Mailing Address	3. Was earlier claim for Real Estate Expenses submitted for this transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Old Official Station	5. New Official Station	6. Date Service Agreement Signed
7. Travel Authorization Number	8. Travel Authorization Date	9. Date Reported to Duty at New Station

Residence Property Data

10. Complete Residence Address at Old Official Station			
10a. No. of Dwelling Units on Property	10b. Sale Price or Unexpected Lease Settlement	10c. Closing/Settlement Date	10d. Amount of Expense being Claimed
11. Complete Residence Address at New Official Station			
11a. No. of Dwelling Units on Property	11b. Purchase Price	11c. Closing Date	11d. Amount of Expense being Claimed

Employee Certification

12. **Sale:** I hereby certify that the amount claimed in connection with the above sale or unexpired lease settlement 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.

12a. Signature	Title	12b. Date
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13. **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 new residence.

13a. Signature	Title	13b. Date
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Approval of Expenses

14. **Sales Expenses:** 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.

<input type="checkbox"/> As claimed	<input type="checkbox"/> As reduced per attached memo	
14a. Signature	Title	14b. Date

15. **Purchase Expenses:** 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.

<input type="checkbox"/> As claimed	<input type="checkbox"/> As reduced per attached memo	
15a. Signature	Title	15b. Date

Final Administrative Approval for Payment

16. Payment of this claim is approved in the amount below. If the amount approved is less than claimed, see attached memo.

16a. Amount	16b. Signature	Title	16c. Date
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In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in 5 USC 5701-5733, particularly Sections 5721-5733, and 20 USC 905. Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine the amount to reimburse you for expenses incurred in connection with a change of official station move. The information may be transferred to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we shall not be able to reimburse you for expenses.

Item	Explanation	Former Residence	New Residence
1. Brokerage Fees	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. Advertising	Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or a real estate agent.	\$	
3. Appraisal Fee	The amount paid to a professional appraiser for establishing a suggested sales price for the residence.	\$	
4. Legal and Related	The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for title opinion, or (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 discharge recording fees), etc.	\$	\$
5. Miscellaneous Costs	Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except the prepayment charge) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.)		
	Prepayment Charge: 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.	\$	\$
	Lender's Appraisal Fee: The amount paid for the mortgagee/lender's charge for residence appraisal.	\$	\$
	FHA or VA Application Fee: The amount paid.	\$	\$
	Certifications: The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee/lender, FHA or VA.	\$	\$
	Credit Report: The amount paid for credit or factual data report on the buyer, if required by mortgagee/lender, FHA or VA.	\$	\$
	Mortgage Title Policy: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy).	\$	\$
	Escrow Agent's Fee: The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.	\$	\$
	State Revenue Stamps: The amount paid.	\$	\$
	Sales or Transfer Taxes; Mortgage Tax, if any: The amount paid.	\$	\$
6. Loan Origination Fee	Reimbursement is limited to 1 percent of the loan amount without itemization or justification. For amounts over 1 percent, attach itemized schedule of lender's administrative charges and a detailed justification and supportive documentation. Prepaid interest, points or mortgage discounts are not reimbursable.		\$
7. Settlement of Unexpired Lease	The amounts paid for lost security deposits, rent paid after vacating the residence when timely notice was given, broker fees for obtaining a sublease, advertising charges, and other costs to terminate a lease (itemize and explain; if necessary, attach separate sheet).	\$	
8. Other Incidental Expenses	Such other reasonable and customary charges or fees as may be authorized and not properly includable in items listed above (itemize and explain; if necessary, attach separate sheet).	\$	\$
9. Totals		(see notes 1 & 3) \$	(see notes 2 & 3) \$

Note: In accordance with the real estate expense provisions of Federal Travel Regulations, 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 90-231, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

1. The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the sale price or the maximum amount allowable per Federal Travel Regulations.
2. The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of the purchase price or the maximum amount allowable per Federal Travel Regulations.
3. If property is a multiple family unit price type (excluding condominium), expenses will be prorated and allowed for residence unit only.