

Verification of Residency

Employee's Name: _____ Date: _____

Instructions: Check off the applicable sections, attach a copy of the documentation that provides evidence that you have established a residence in the local commuting area in order to receive payment for a relocation incentive, and sign the form certifying that the information is valid.

Permanent Residence

1. _____ A signed lease agreement;
2. _____ A signed settlement sheet for the purchase of a new home, townhome, or condominium; within in local area.

Establishing of residence by other means:

1. _____ residing at a residence of a friend or family member; or (provide a signed a notarized statement from family member certifying residence within their home).
2. _____ temporarily residing at a hotel (*Provide proof of payment hotel stay*).

I certify that I have provided _____ as supporting documentation to verify residency in the new geographical location.

Employee Signature: _____

NETC HR Staff Only:

Certifying Official Signature: _____ Date: _____

Privacy Act Statement

The information that you are providing is required by 5 CFR 575.205(b). Failure to provide the information will result in your not receiving a relocation incentive. The primary use of the information is for applicable management officials, and human resources staff to verify eligibility and process a relocation incentive, as well as applicable management officials as part of program reviews. The information that you provide is covered by the OPM/GOVT-1, General Personnel Records, system of records.