



## 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** or fax to **404-586-0414**. For questions, please contact Stephanie Cruse at (404) 586-0180, or [scruse@atlantapolicefoundation.org](mailto:scruse@atlantapolicefoundation.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"/> \$2,000 (Midtown)	<input type="checkbox"/> \$3,000 (Buckhead)
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Current Address: _____		Move-In Date: _____
City: _____	State: _____	Zip: _____
Own or Rent (at current address)(circle one)		
If renting: (at current addr)	Apartment/Landlord Name: _____ Phone Number: _____	Lease exp date: _____

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

**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.**

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## **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 **OR** a new recruit of the Atlanta Police Academy (bonus payable upon being sworn).
2. Eligibility applies to officers who relocate to the City of Atlanta on or after November 1, 2010 **OR** to new recruits of the Atlanta Police Academy who reside in the City of Atlanta upon being sworn (classes 211 and later).
3. Relocation bonus incentive is applicable to both purchases AND rentals. Dwelling must be located within the six APD 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 2<sup>nd</sup> 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 for purchases and in two installments for rentals. The 1<sup>st</sup> installment will be paid upon approval of application. The 2<sup>nd</sup> 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 2<sup>nd</sup> installment. Amount of each installment varies based on location.
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. **IMPORTANT: Any agreement between housing provider and officer for services rendered must conform to the current Standard Operating 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*).
  - a. If you are a recent graduate of the Atlanta Police Academy (class 211 or later) and already lived in City, please provide copy of Academy completion certificate.
3. Copy of Atlanta Police Department identification.
4. Completed application signed by applicant, immediate supervisor, and unit/section 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*).
  - a. If you are a recent graduate of the Atlanta Police Academy (class 211 or later) and already lived in City, please provide copy of Academy completion certificate.
3. Copy of Atlanta Police Department identification.
4. Completed application signed by applicant, immediate supervisor, and unit/section 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 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?**

All active, sworn Atlanta police officers who relocate to Buckhead on or after September 1, 2011 (July 1, 2011 for properties located within the Buckhead CID boundaries).

New recruits of the Atlanta Police Academy who reside in Buckhead upon being sworn.

### **Eligible Properties:**

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

The Buckhead community is the area of Atlanta bounded by the city limits/DeKalb county line on the east; the city limits 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.

The Buckhead CID is an area within the Buckhead community. It 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.

### **List of Apartments in Buckhead**

For a list of apartments in the Buckhead and Buckhead CID boundaries, please visit the APF Housing Incentive Program website at [www.atlantapolicefoundation.org](http://www.atlantapolicefoundation.org). Click on the Programs tab. Drop down to Housing Incentive Program. Click List of Buckhead Apartments in right-hand column.



## 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 **2 years.**

\_\_\_\_\_  
(initial here) I acknowledge that the Buckhead incentive is payable in 2 installments over the course of 2 years. If I relocate outside of Buckhead within 12 months of receipt of the 1<sup>st</sup> or within 12 months of receipt of the 2<sup>nd</sup> 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



## Housing Incentive Program – Relocation Bonus Application Midtown Addendum

The Midtown Improvement District (MID) has committed to match the Atlanta Police Foundation (APF) Relocation Bonus Incentive for officers moving to Midtown. 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 Midtown – for a total relocation bonus of \$2,000.

### **Who’s Eligible?**

All active, sworn Atlanta police officers who relocate to Midtown OR who currently live in Midtown and plan to reside there for at least 12 months.

New recruits of the Atlanta Police Academy who reside in Midtown upon being sworn.

### **Eligible Properties:**

The Midtown incentive applies to purchases AND rentals within the Midtown Improvement District.

### **Map of Midtown Boundaries**

For a map of the Midtown Improvement District Boundaries, please visit the APF Housing Incentive Program website at [www.atlantapolicefoundation.org](http://www.atlantapolicefoundation.org). Click on the Programs tab. Drop down to Housing Incentive Program. Click Map of Midtown Boundaries in the right-hand column.

### **Certifications & Acknowledgements**

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

\_\_\_\_\_ I certify that, to the best of my knowledge, my primary residence is located within  
(initial here) the boundaries of the Midtown Improvement District.

\_\_\_\_\_ I agree to maintain my primary residency in Midtown for a period of at least 12  
(initial here) months following receipt of relocation bonus funds. If I relocate outside of Midtown 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 Midtown portion of the relocation funds paid to me.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date