

Secure Neighborhoods Initiative



Relocation Bonus Application

Please return this completed application along with the required documentation to the Atlanta Police Foundation: **191 Peachtree Street, NE, Suite 191, Atlanta GA 30303** or fax to **404-220-7581**. Direct questions to Ashley Wilson at 404.586.0180 or awilson@atlantapolicfoundation.org

Name: _____ Phone #: _____

Email: _____ APD ID # _____ Rank: _____

Academy Class # _____ Sworn Date: _____ Work Zone or Unit: _____

Is this a courtesy police officer position? _____

New or Current City of Atlanta Residence

New/Current Address: _____ Move-In Date: _____

Atlanta, Zip: _____ Zone: _____ Beat _____ Owner or Renter (*circle one*)

Do you intend to reside in the City of Atlanta for a period of at least 12 months? _____

If renting Landlord Name _____ Lease expiration date: _____
Landlord Phone # _____ *Please complete the authorization to release lease information on page 3*

Previous Residence

Previous Address: _____ Move-Out Date: _____

City: _____ State: _____ Zip: _____ Owned, Rented, or Other _____
(*e.g. military, lived at home, etc.*)

Additional Funds requested*: Downtown ____ Midtown ____ Buckhead CID ____

Some Atlanta neighborhood associations (please see below for associations list) offer additional money to officers living within their communities. Please read the attached addendum for more information on incentives, requirements and physical boundaries. Requests for matching funds MUST be accompanied by the respective application. Additional neighborhood incentives are first come/first serve and are **subject to availability of funds! Please contact The Atlanta Police Foundation **PRIOR** to completing and submitting your application to verify whether or not these funds are available for the specific address for which you are interested in applying for the bonus. This is the only way we can assure you of what monetary amount you may expect if you participate in The Secure Neighborhoods Initiative.*

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Certifications and Acknowledgements

I acknowledge that **I have reviewed the attached terms and conditions** of the Atlanta Police Foundation Relocation Bonus Program and agree to comply with all terms and conditions.

Initial _____

I certify that the information provided herein is true and accurate to the best of my knowledge.

Initial _____

I certify that the supporting documents provided with this application are true copies of the originals.

Initial _____

I understand that any misrepresentations made herein and/or any attempts to defraud the Atlanta Police Foundation and/or the Atlanta Police Department, to receive relocation bonus funds, may result in disciplinary action.

Initial _____

The Atlanta Police Foundation has verified that matching relocation bonuses are either guaranteed as available in the amount of (\$_____) OR I have been notified that matching bonus funds are NOT available for the address I am submitting an application for. If I have been notified by The Atlanta Police Foundation the matching bonuses are not available for the address I chose to move to, I will NOT ask the Atlanta Police Foundation to provide a relocation bonus over the one-time \$1000.00 amount.

Funds: **ARE AVAILABLE** ____

Funds: **NOT AVAILABLE** ____

Initial _____

I agree to maintain my primary residency in the City of Atlanta for a period of **at least 12 months** following receipt of relocation bonus funds. If I relocate outside of the City of Atlanta within 12 months of receipt of relocation bonus funds, I understand that I may be subject to reimburse the Atlanta Police Foundation the full amount, or a portion thereof, of any relocation bonus funds paid to me.

Initial _____

I agree to maintain employment with the Atlanta Police Department for a period of **at least 36 months** following receipt of relocation bonus funds. If I separate from the Atlanta Police Department within 36 months of receipt of relocation bonus funds, I understand that I may be subject to reimburse Atlanta Police Foundation the full amount, or a portion thereof, of any relocation bonus funds paid to me.

Initial _____

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Additional information or special circumstances you would like APF to consider when evaluating your application:

Applicant Printed Name	Applicant Signature	Date
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Supervisor's Printed Name	Immediate Supervisor's Signature	Date
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Commander's Printed Name	Commander's Signature	Date
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FOR APF USE ONLY – Final Approval	
<i>Circle one:</i> First installment or Lump Sum <i>Circle one:</i> Match funds: no or yes \$_____	Total payment \$
Housing Program Manager	Date approved
APF President & CEO	Date approved

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Authorization to Release Lease Information

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 - Verification	
Date verified	Comments:
Spoke with	
Verified by	

Secure Neighborhoods Initiative



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. Officer must have relocated to the City of Atlanta on or after January 1, 2014.
3. Relocation bonus is applicable to both purchases AND rentals.
4. Property must be **within the six APD patrol zones of the City of Atlanta**. If unsure, please visit <http://www.atlantapd.org/findmyzone.aspx>.
5. Property must be the applicant's **primary residence** – no second homes or investment properties.
6. The Atlanta Police Foundation bonus is a **one-time bonus** and is **NOT** applicable to multiple relocations.
7. 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 application. Relocation bonus does not apply to relocations for periods of less than 12 months.
8. 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.
9. Relocation bonus is payable in **one installment for purchases and two installments for rentals**. The first installment will be paid upon approval of application. The second installment will be paid six months following initial installment upon verification that applicant still resides in the City of Atlanta.
10. **Applicant is responsible for applying for the second installment**. Subsequent installment dates may vary for area-specific incentives. See attached addendum for details.
11. All applications are subject to periodic quality control review by the Atlanta Police Foundation.
12. **IMPORTANT: Any agreement between the housing provider and an officer for services rendered must conform to the current Standard Operating Procedures of the Atlanta Police Department.**

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Required Documentation

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

1. Completed application signed by applicant, immediate supervisor, and zone/unit commander (Lt, Capt, Major, or Deputy Chief).
2. Copy of Atlanta Police Department identification.
3. Completed W-9 form (can be downloaded from the APF Housing website)
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.
4. Documentation of former address (such as former lease agreement, utility bill or other mailing with officer's name and former address)
NOTE: Not required for graduates of classes 211 and later

Renters

5. Copy of lease agreement showing applicant as lessee or co-lessee of new residence

Home Owners

5. Copy of HUD-I Settlement Statement showing applicant as buyer or co-buyer of new residence

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Relocation Bonus Application *Downtown Incentive*

The Atlanta Downtown Improvement District (ADID) has committed to match the Atlanta Police Foundation (APF) Relocation Bonus Incentive. Sworn Officers are eligible to receive an additional \$1,000 for relocating to Downtown.

Neighborhood Boundaries

North Avenue, Boulevard, I-20, and Northside Drive

Certifications & Acknowledgements

initial 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 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 Printed Name

Applicant Signature

Date

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Relocation Bonus Application *Midtown Incentive*

The Midtown Improvement District (MID) has committed to match the Atlanta Police Foundation (APF) Relocation Bonus Incentive. Sworn Officers are eligible to receive an additional \$1,000 for relocating to Midtown.

Neighborhood Boundaries

Roughly, the MID is bordered by I-75/I-85 to the west; Pine street to the south; Juniper/Piedmont to 14th street on the East; with Peachtree St and West Peachtree St to the northeast. For the detailed map, please visit http://www.midtownatl.com/_files/docs/midtown-core_11x17_mid.pdf.

Certifications & Acknowledgements

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

initial I agree to maintain my primary residency in Midtown for a period of at least 12 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 Printed Name

Applicant Signature

Date

