



## Relocation Bonus Application Second Installment

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@atlantapolicefoundation.org**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ APD ID # \_\_\_\_\_ Rank: \_\_\_\_\_

Academy Class # \_\_\_\_\_ Sworn Date: \_\_\_\_\_ Work Zone or Unit: \_\_\_\_\_

Is this a courtesy police officer position? \_\_\_\_\_

<b>Current City of Atlanta Residence</b>	
Current Address: _____	Move-In Date: _____
Atlanta, Zip: _____	Zone: _____ Beat _____
Is this the same address as your initial application? if no, list previous address _____	
<b>If renting</b>	Lease expiration date: _____
Landlord Name _____	<i>Please complete the authorization to release lease information on page 3</i>
Landlord Phone # _____	

**\*Check one ONLY if you have already received neighborhood matching funds and are requesting a second installment.**

Downtown \_\_\_\_ Midtown \_\_\_\_ Buckhead CID \_\_\_\_

\*Some Atlanta neighborhood associations offer additional money to officers living within their communities. Please refer to the initial application for more information on incentives, requirements and physical boundaries. Additional neighborhoods incentives are first come/first serve and are *subject to the availability of funds!*

<b>FOR APF USE ONLY – Final Approval</b>	
Circle one: Match funds: no or yes \$ _____	<b>Total payment \$</b>
Housing Program Manager	Date approved
APF President & CEO	Date approved



## Relocation Bonus Application *Second Installment*

### Certifications and Acknowledgements

I understand the certifications, acknowledgements, terms and conditions of the Relocation Bonus Incentive Program, as outlined in the initial application, remain applicable to this addendum.

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 \_\_\_\_\_

I agree to maintain my primary residency in the City of Atlanta for a period of **at least six months** following receipt of relocation bonus second installment. If I relocate outside of the City of Atlanta within six months of receipt of the second payment, 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 \_\_\_\_\_

\_\_\_\_\_  
Applicant Name (Print)

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

\_\_\_\_\_  
Date



**Relocation Bonus Application**  
***Second Installment***

***For Renters Only: 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

<b>FOR APF USE ONLY - Verification</b>		<b>Comments:</b>
Date verified		
Spoke with		
Verified by		



## **Relocation Bonus Application**

### **Required Documentation**

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

1. Completed application
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.

### **Renters**

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