Attachment 9

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Previous editions are obsolete.

OMB Control No.
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U.S. DEPARTMENT OF ENERGY

EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED UPON SALE OR PURCHASE (on separate form for each) OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

See instructions below

I. EMPLOYEE - CLAIMANT

Name	Mailing Address	Check Applicable Box if Earlier Claim for Real Estate Expenses Submitted for this Transfer. ☐ YES ☐ NO

II. TRANSFER DATA

Old Official Station	New Official Station	Date of Notification of Impending Transfer
Travel Authorization Number and Date	Date Reported for Duty at New Official Station	Date Service Agreement Signed

III. RESIDENCE PROPERTY DATA

ITEM	OLD OFFICIAL STATION	NEW OFFICIAL STATION
COMPLETE ADDRESS OF RESIDENCE		
NUMBER OF DWELLING UNITS ON PROPERTY		
SALE AND/OR PURCHASE PRICE	$	$
DATE OF CLOSING OR SETTLEMENT		
AMOUNT OF EXPENSE BEING CLAIMED	$	$

EMPLOYEE CERTIFICATION(S)

I hereby certify that the amount claimed in connection with the above sale 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.

Signature of Employee	Date

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 was in my name and/or a member of my immediate family and is my new residence.

Signature of Employee	Date

IV. APPROVALS

A. SALE EXPENSES -
The expenses of the sale applied for above are hereby approved as being (1) reasonable in the amount and (2) customarily paid by a seller in the locality where the property is located.

☐ As Claimed ☐ As Reduced, Per Attached Memo

Signature	Date
Title	

B. 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.

☐ As Claimed ☐ As Reduced, Per Attached Memo

Signature	Date
Title	

C. FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT -
Payment of this claim is approved in the amount of

$_____

If amount approved is less than amount claimed, see attached memo.

Signature	Date
Title	

INSTRUCTIONS

A. EMPLOYEE - CLAIMANT

1. Prepare application in triplicate, completing Parts I, II, and III of front and enter all applicable amounts and totals on reverse side.
2. 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).
3. Prepare and attach an appropriate agency travel voucher form, or SF-1012, Travel Voucher. (Record total amounts claimed on this form on the travel voucher.)
4. Submit original and first copy of application and supporting documentation, together with SF 1012 or other appropriate agency travel voucher form, to the head of your office at new official station or to the appropriate official designated by your department or agency. Retain second copy of the application.

B. HEAD OF OFFICE

1. For Sales: Send original and copy of the application, together with the suppporting documentation and travel voucher, to the head of the office at the locality of the claimant's old official station as provided in the Federal Travel Regulations (FTR) for handling and execution of the approval (see item IV.A) by him, or his designee, who will return the package to you.
2. For Purchases: Approval of the claim must be executed by the head of the office, or his designee, at the locality of the claimant's new official station (unless agency review and approval functions are performed elsewhere). (See item IV.B.)
3. Final administrative approval of payment of the claim must be executed by an appropriate approving official. (See item IV.C.) Such official shall independently determine in accordance with the provisions of the FTR, the propriety of all reimbursements claimed (except with regard to reasonableness and whether customarily paid). In this connection, all vouchers for reimbursement of real estate expenses incident to the same transfer shall be examined.
4. SF 1012, or other appropriate agency travel voucher form, shall be completed and submitted following usual procedures accompanied by the original application and supporting documents. File the copy of the application with the office copy of the voucher.

PRIVACY ACT INFORMATION STATEMENT. Collection of the information requested is authorized by Federal Travel Regulation, 41 CFR. 302-6.3 issued under authority of Executive Order 11609. Compliance is voluntary; however, if the information is inadequate or incomplete, reimbursement of expenses claimed may be delayed or disallowed.

The information will be reviewed by DOE to determine that all items claimed are proper for payment, to authorize payment, and to audit the account by the General Accounting Office to verify the accuracy and legality of payment; and by the Treasury Department to issue a check.

18 U.S.C. SECTION 1001; ACT OF JUNE 25, 1948; 62 STAT. 749; MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR PRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTERS WITHIN ITS JURISDICTION.

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2 COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)

ITEM	EXPLANATION	FORMER RESIDENCE	NEW RESIDENCE
1. BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Total of line #700 on HUD-1 form (Settlement Statement).		$	
2. ADVERTISING: Expenses paid for advertising when a direct sale is made without the services of a real estate broker or real estate agent.		$	
3. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.		$	
4. REIMBURSABLE ITEMS: (All items taken from the HUD-1 form) (Only with proper justifications) (Only with proper justifications)	801. Loan Origination Fee 803. Appraisal Fee 804. Credit Report 805. Lender's Inspection Fee 1301. Survey 1302. Pest Inspection	$	
5. REIMBURSABLE TITLE CHARGES: (All items taken from the HUD-1 form)	1101. Settlement or closing fee 1103. Title examination 1104. Title insurance binder 1105. Document preparation 1106. Notary fees 1107. Attorney's fees 1108. Title insurance 1109. Lender's coverage	$	
6. GOVERNMENT RECORDING AND TRANSFER CHARGES/TAXES (All items taken from the HUD-1 form)	1201. Recording fees 1202. City/county tax/stamps 1203. State tax/stamps	$	
7. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above **(Itemize and explain; if necessary, attach separate sheet):**		$	$
TOTAL - FORMER RESIDENCE		$ 1-3	
TOTAL - NEW RESIDENCE			$ 2-3

NOTE: In accordance with the real estate provisions of the FTR, cost 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 1, Public Law 90/321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

FOOTNOTES:

1. These are expenses which may be reimbursed when initially authorized, but it shall not exceed 10% of the sale price of the prevailing amount that is in effect as of October 1 of the year that you transfer.
2. The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of purchase price or amount limited to as of October 1 of that year, whichever is the smaller.
3. If property is multiple family unit type (excluding condominium) expenses will be prorated and allowed for residence unit only.