



**DUPLICATE HOUSING REQUEST**  
Submit monthly until previous home is sold, or no longer renting

NAME \_\_\_\_\_ MONTH OF: \_\_\_\_\_

**Rental Expenses** (on previous home)

Rent (Copy of lease or rental statement required) \_\_\_\_\_

Utilities (Copy of current statement required) \_\_\_\_\_

Yard Care (Copy of current statement required) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**MORTGAGE EXPENSE** (on previous home)

Principal and interest (Copy of current statement required) \_\_\_\_\_

Property taxes (If not included in monthly payment-copy of tax bill required) \_\_\_\_\_

Insurance (If not included in monthly payment -copy of insurance bill required) \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

**Additional Expenses:**

Utilities (Copy of current statement(s) required) \_\_\_\_\_

Yard Care (Copy of current statement required) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Cost of Living Category at former location of employment: \_\_\_\_\_

**AFTER THREE MONTHS** - Copy of appraisal and copy of sales listing at no more than 100% of appraised value required.

Appraisal Cost (Copy of appraisal and invoice for appraisal required) \_\_\_\_\_

**AFTER SIX MONTHS** - Copy of sales listing at no more than 95% of appraised value required.

See Duplicate Housing Policy

<b><u>FOR OFFICE USE ONLY</u></b>		
<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
10511	Duplicate Housing	\$ _____