



Yale University – Department of Human Resources

Employee Application for Yale Homebuyer Benefit Program

Phase X – January 1, 2012 – December 31, 2013

I (Please Print) _____
Employee Name: (Last) (First) (M/I)

Employee No. or ID Card UPI No.: _____ Position Title: _____

hereby apply for the benefits afforded to eligible employees of Yale University's faculty and staff by certifying that I am a benefit-eligible employee who has purchased a home in New Haven between the period January 1, 2012 and December 31, 2013, while in a benefit-eligible employee classification at the time of closing and application processing. Additionally, I agree to occupy the property purchased in New Haven as my primary residence for a period of not less than two years from the date of closing. In the event I fail to abide by the terms of this agreement, I will reimburse the University for any and all payments received.

Date of Closing: ____ / ____ / 20____ On the following line list purchased property address *within Phase X Program area:*

New Purchased Property Address: _____

Your New Home-Type of Structure: () Single Family () Two Family () Three Family or () Condominium

Current Residence Address: _____ Home Phone: _____

Please answer: Are you presently renting? ____ Is this your first home purchase? ____ Campus Phone: _____

Please attach a photocopy of your sales contract and the attorney's closing settlement statement for your purchased home. (If this is prior to purchasing, include the sales contract and forward the closing settlement statement after the closing occurs.)

On what date do you expect to move into your new home: _____

I agree to allow the University, or its agent, to verify that the above information is complete and correct as stated and to provide any subsequent eligibility certification for continuing program benefits. Please allow up to 30 days for payment processing.

Employee Signature: _____ Date: ____ / ____ / ____

Will advance funds be needed? If "Yes":
One combined benefit check of approximately \$4,500, after applicable state and federal taxes, will be available for your purchase closing expenses. Benefit check includes the one time "Bonus" of \$5,000 and first annual installment of \$2,500 for a total of \$7,500 before taxes. **ALLOW 10 BUSINESS DAYS FOR PROCESSING – please note: check will not be available for pick up until the week of closing.** Complete this box only if you require some or all of these advance funds for your closing:

Date of Closing: ____ / ____ / ____ Amount of funds needed: \$ _____ (Maximum \$4,500)

Attorney's Name _____ Tel. No.: _____

Copy of settlement statement must be forwarded to the Human Resources/Homebuyers Program within 30 days of closing. Failure to provide settlement statement will result in funds (including "Bonus" payment and first annual installment) being returned to Human Resources/Homebuyers Program via the University's payroll system.

Please forward the completed application to:

Human Resources/Homebuyers Program - Fax No.: (203) 432-5153

Yale University – Human Resources - Homebuyer Program – 221 Whitney Avenue

If US Mail, please add: PO Box 208256 – New Haven, CT 06520-8256

If you have a question regarding your benefit application, contact the Employee Service Center.: (203) 432-5552

Internal Processing use only: Date Received: _____ Date Approved: _____

Signature of Approving University Official

Date