

LODGING ALLOWANCE CERTIFICATION

Employee Name: _____ Z#: _____ Organization: _____

In order for Los Alamos National Laboratory (LANL) to provide lodging allowance payments to me during my employment at LANL I certify by **initialing**:

- _____ I am maintaining my permanent residence (a home that is owned/leased by me) that is located more than 150 miles from my primary work location, and I will continue to incur substantially all of the cost for upkeep and maintenance.
- _____ The permanent residence is vacant or is occupied by family members that are not relocating to the new work location.
- _____ The permanent residence is not being leased or sub-leased.
- _____ I have established a temporary (second) residence in the immediate vicinity of the work location and I will incur additional living expenses related to maintaining the temporary residence. I will ensure current leases are provided to the Relocation Coordinator.
- _____ If there is any change in circumstances, including change in appointment type that could affect eligibility for receiving the allowance, I will notify the Relocation Coordinator immediately.
- _____ I understand that commuting daily from my permanent residence, regardless of where it is located, does not entitle me to payment of lodging allowance or commuting expenses.
- _____ If I purchase a house at the new assignment location or sell my permanent residence, the lodging allowance immediately ceases and. I am required to immediately notify the Relocation Coordinator.
- _____ If any overpayment occurs, I will repay it immediately.
- _____ Notification will be given to the Relocation Coordinator if I partake in sharing a leased quarter with another person receiving any form of housing/lodging/living allowance, even if the allowance or reimbursement is provided by an entity other than LANL. *This notification is required to ensure that there are no double payments made by the federal government.*
- _____ I fully understand failure to follow the criteria noted above and in our relocation procedure documents may result in disciplinary action up to and including termination.

Documentation

Required for both Permanent Residence and Temporary Residence

Permanent Residence Documents:

- ☐ Mortgage Statement or lease (current) and Utility bill with proof of payment (current)
- OR, if property free of mortgage:
- ☐ Property Tax Record (most recent) and Utility bill with proof of payment (current)

Temporary Residence Documents:

- ☐ Copy of signed lease for the temporary residence (must include lease dates and amount)

I hereby certify the information provided to be complete and correct to serve as the basis in determining eligibility for lodging allowance payments to me. I understand that LANL reserves the right to ask for additional documentation at any time and I agree to provide such documentation upon request. I acknowledge that in addition to any statutory penalties which may be imposed, I agree to reimburse LANL for any lodging allowance payments made to me as a result of any false statement willfully and knowingly made herein. I will also reimburse LANL for any payments made to be for which I am not eligible for.

Employee Signature: _____ Date: _____

Send completed form and documentation to the Relocation Coordinator at relocation@lanl.gov

Relocation Coordinator will obtain HR Representative approval

For questions, please call (505)665-4484 or email relocation@lanl.gov

Certification of lodging allowance criteria being met:

HR Representative _____ Date: _____

For HR Use only

Appointment Type: _____ Hire Date: _____ Title: _____

Form Update 5/11/2017