



**Yale University – Department of Human Resources**  
*Employee Application for Yale Homebuyer Benefit Program*  
**Phase VIII – January 1, 2008 – December 31, 2009**

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

Employee No. or ID Card UPI No.: \_\_\_\_\_ Position Title: \_\_\_\_\_

herby 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, 2008 and December 31, 2009, 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 VIII 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”:  
 Up to \$3,000 of the approximate \$3,200 net ordinary income from the lump-sum \$5,000 “Bonus” payment will be available for your purchase closing expenses. (ALLOW 10 BUSINESS DAYS FOR PROCESSING) *Complete this box only if you require some or all of these advance funds for your closing:*

Date funds will be needed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount of funds needed \$ \_\_\_\_\_ (Maximum \$3,200)

Attorney’s Name \_\_\_\_\_ Tel. No.: \_\_\_\_\_

*Please forward the completed application to:*

**Bill Carney – Manager, Human Resources - Fax No.: (203) 432-5536**

Yale University – Human Resources - Homebuyer Program – 155 Whitney Ave. – Rm 320

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

*If you have a question regarding your benefit application, contact **Bill Carney Tel.: (203) 432-5535***

Internal Processing use only: Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

: \_\_\_\_\_  
 Signature of Approving University Official Date