

To Whom It May Concern:

I wish to apply for the Housing Incentive available for all full-time, permanent employees at Rowan University. Glassboro residents must have purchased their homes after July 1, 2000. City of Camden residents and the Borough of Stratford residents must have purchased their homes on or after September 1, 2014. I understand that:

1. The incentive payment will be pro-rated based on the number of months the employee resided in the home.
2. Payment is limited to one person per household.
3. Payment will be made in September for preceding fiscal year.
4. Incentive is only available to full-time employees on a permanent line at the time of purchase.
5. Payments will cease with separation from the University.
6. This incentive is a taxable benefit, subject to all appropriate taxes.

This is to certify that I purchased the following property *as my primary residence* in the Borough of Glassboro, the City of Camden, or the Borough of Stratford:

Employee's Name: _____

Banner ID#: _____

Address: _____

**Date Residency
Established:** _____

I understand that as long as I maintain this as my primary residence, I am eligible for an incentive payment of \$1,500 per year for ten (10) years. The program is subject to appropriate funding being available each year.

Signature and Date

New Applicants: Please provide a copy of the settlement sheet or a letter from the title agency or attorney stating that a home has been purchased as primary residence.

Repeat Applicants: Please provide a copy of current tax bill.

Return completed form by July 31st to the Human Resources Benefits Department, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.