

APG Request for Review of Reasonable Charges Form

Purpose: To Request Review of Civilian Employee Real Estate Expenses Associated with PCS move to or from the Aberdeen Proving Ground, Maryland Area (all four parts must be completed)

PART I

Employee Certification

I understand that my signature below indicates that the information submitted in support of this review is both true and accurate and that this review will be returned directly to the Approval Authority listed below for further processing in accordance with my activity's processing policies for real estate reimbursement claims. I agree to provide updated contact information to the Client Services Division should it change from the information contained below. I understand that I may be contacted by the Client Services Division after submission of my claim for additional information and my failure to provide the requesting information in a timely manner may result in delay or complete denial of my claim.

I understand that submission of a false or fraudulent claim is a crime punishable under applicable Federal law and may form the basis of administrative disciplinary action up to and including removal from Federal Service. I agree to contact the Client Services Division if I have received a supplemental payment from any organization involved in my real estate transaction after I have settled on my home or if previously submitted information changes. I further certify that if I am filing a claim for reimbursement of purchase expenses that I currently live in the property for which I have claimed reimbursement and I am commuting daily from this residence to my new permanent duty station; and if I am filing a claim for reimbursement of sale expenses that this was my primary residence from which I commuted daily to my old permanent duty station when I was first definitely informed of my transfer.

Employee Signature

Date

Print Name

Organization

Telephone Number:

Email Address:

Employee Checklist

PART II

Is employee married? Yes No Date of Marriage _____ Is spouse a federal employee? Yes No
If yes, please provide a copy of the spouse's original DD Form 1614 and any amendments, OR a statement *from the spouse* indicating that he/she did not receive separate PCS orders. If spouse is PCSing under separate travel orders, this will most likely result in each spouse receiving a pro rata (reduced) reimbursement. Both employees should submit separate requests to claim their pro rata share of expenses. Please be advised that requests submitted without necessary documentation from a spouse who is also a federal employee may result in the employee receiving a pro rata (reduced) reimbursement.

Yes No Did employee **receive any credits** from lenders, sellers, title companies, etc. If yes, please provide a statement from the **title company and/or lender** stating whether or not this credit was applied to any specific closing costs, and if so, which ones. Credits often result in the denial of certain reimbursable expenses as the employee has already been reimbursed for those expenses. Please be advised that requests submitted without sufficient documentation for credits may experience a delay in processing and/or a reduction of authorized expenses by the amount of the credit.

PART III

LEGIBLE scanned copies of the following documents are included in the review packet in the following order prior to submitting the packet to the Client Services Division for Review and the employee has placed his or her initials in each of the following blocks:

- APG Request for Review of Reasonable Charges Form (signed by employee and approval authority)
- Original and all amended copies of DD Form 1614 enclosed and includes specific authority for real estate reimbursement
- DD Form 1705 with parts I, II, III and V completed (signed by employee only)

APG Itemized Worksheet-DD Form 1705 Claims Form (must list out All expenses claimed on DD Form 1705)

PART III (continued)

- Copy of settlement statement showing expenses of both buyer and seller (Form HUD-1 signed by both parties OR Closing Disclosure Form signed by buyer and/or seller as is applicable to your purchase or sale)
- Proper receipt for every item paid outside closing (POC) if not listed on the settlement statement (front and back of canceled checks or valid receipt from creditor)
- Good Faith Estimate (GFE) need only be submitted in financed purchase only--when buyer borrowed money to purchase home--and when 2010 or later Form HUD-1 was used at settlement (not applicable with Closing Disclosure Form)
- Finance Disclosure Statement (Truth-in-Lending Act-[TILA]-Statement) (not required if sale of home or if purchase is not financed) must include the lender's itemized finance charges from Section 800 of Form HUD-1 (not applicable with Closing Disclosure Form)
- Signed and notarized copy of the Deed enclosed (normally consists of 2 or more pages--does not have to be recorded deed, only a copy of deed signed at settlement)
- Deed of Trust/Mortgage (not required if cash transaction or sale)
- Entire Contract of Purchase/Sale including all addenda (refer to contract for list of addenda)
- File is correctly collated in the order listed above

Approval Authority Certification

PART IV

Pursuant to JTR, Chapter 5, Part B14, Paragraph 5914C, *Review and Approval of Reasonable Charges*, an official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation to determine if the expense(s) claimed are reasonable in amount and customarily paid by the seller or buyer in the locality where the property is located.

As the approval authority (JTR, Chapter 5, Part B14, Paragraph 5914D) of the employee listed above, I request that the CSD perform the Paragraph 5419C review for the above listed employee. I understand that your review will be returned to me and it will be my responsibility as the approval authority to ensure the claim is forwarded to DFAS in compliance with the information provided on the DFAS Civilian Relocation/Permanent Change of Station website:

<http://www.dfas.mil/civilianemployees/civrelo/realestate.html>

I have familiarized myself with the most recent version of the *Aberdeen Proving Ground, Maryland Real Estate Reimbursement Claim Review Guide*, reviewed the documents submitted by the employee in support of this review, and ensured the employee has completed the attached checklist required for submission. I hereby certify all requirements for submission to the CSD have been met to include the employee's signature above. I further certify that the employee filing a claim for reimbursement of purchase expenses currently lives in the property for which he/she has claimed reimbursement and is commuting daily from this residence to his/her new permanent duty station or was living in the residence (sale) at the time of notification of his/her PCS move.

Approval Authority Signature

Date

Print Name

Organization

Telephone Number:

Email Address: