



Arkansas-Louisiana Conference of Seventh-day Adventists

Duplicate Housing Policy

When an employee is moved from one location to another, and because of conditions of his lease or failure to sell or rent his home, he is required to pay housing expense both at his former location and at his new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable.

Unusual Circumstances: In unusual circumstances when the employee has not been able to sell the home at his former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1, was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.

Extreme Circumstances: If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 percent of the appraisal during this period.

Amount: When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 100 percent of the cost factor (housing, utilities/property tax, of the Relocation Analysis Report) as indicated by ERI/Statistics Canada for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.

Selling Loss Shared: In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the duplicate housing allowance provided in NADWP Y16 06, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.