U.S. Department of Energy
Employee Application Request for Relocation Services
(See Reverse for Instructions and Privacy Act Statement)

Employee Name(s): ________________________________

Old Duty Station: ________________________________

New Duty Station: ________________________________

Change of Station Authorization No: ________________________________

Reporting Date: ________________________________

Provide following information if requesting Home Purchase Service:

a. Address of Residence to be sold: ________________________________

b. Name(s) of Title Homeowner(s): ________________________________

c. Are all individuals who are listed as titled homeowner(s) members of your immediate family?
   Yes _____   No _____

d. Is the residence shown in the address above your residence at the time you were first definitely informed by competent authority of your transfer?
   Yes _____   No _____

e. Type of dwelling: single family home _____ duplex _____ apt _____ farm _____
   other _____

f. Estimated acreage of residence property: ________________________________

g. Estimated selling price: $________________

h. Mileage distance of residence from old duty station: ________________________________

Please check services interested in obtaining:

( ) Guaranteed Home Purchase Service
( ) Home Finding Service & Mortgage Finding Assistance
( ) Home Selling Assistance Service
( ) Spouse Employment Counseling Service (at employee’s expense)
( ) Rental Assistance Service (at employee’s expense)

Office Phone Number ________________________________ Home Phone Number ________________________________

I prefer to be contacted by relocation service company at ________________________________

                        (Phone - & Area Code)

                        (time of day)

Employee Signature               Date
PRIVACY ACT INFORMATION STATEMENT. Collection of the information requested is authorized by the Federal Travel Regulation (41 CFR 302-12.3) under the authority of Executive Order 11609. The information provided is necessary to establish authorization of the relocation services requested. Access of or use of the information provided is permitted only to those authorized personnel directly involved in the processing of the request and related change of station transactions.

INSTRUCTIONS: Employees eligible for relocation services must complete this form when requesting the services of the Department's relocation services' contractor. Upon completing the request form, the employee should submit it to his/her change of station approving official who will initiate preparation and processing of DOE F 4200.33, “Procurement Request - Authorization.”