

RE: Employee Housing Incentive Reimbursement

The Employee Housing Incentive provides \$1,500 per year, for a term of ten years, subject to availability of funding, to any full-time permanent employee who purchases *and resides* in a home located in Glassboro, after July 1, 2000.

Employees who purchased a home in Glassboro will need to complete the incentive application form. *First-time applicants* will need to complete this form and attach a copy of their settlement sheet. *Employees who met the criteria in the past* must complete this same form and provide a copy of their current tax bill. The housing incentive calendar year is July 1 through June 30th and the deadline for applying for each year's housing incentive reimbursement is July 31st. The incentive is issued through our Payroll Department in late August or early September and is taxable.

If you have questions relative to the incentive, please contact the VP for Finance/CFO's Office at extension 4125 for further information or e-mail mcclroy@rowan.edu.