

TRANSFER QUESTIONNAIRE

The information requested below is needed to prepare your travel authorization and develop an estimate of the cost of your transfer to NRCS. We realize that you will not be able to furnish exact information for every item at this time.

Give your best estimate for each item that will be involved in your transfer. Please notify your administrative officer promptly if changes develop that affect costs or if dates of travel, shipment of household goods, or real estate transactions are changed to a different fiscal year.

Name	Title	EOD	
SSN	Service Agreement Signed Y N	Date	
(City) Location of present duty station:	(County)	(State)	(Zip)
Work Phone	Home Phone		
(City) Location of new duty station:	(County)	(State)	(Zip)

IMMEDIATE FAMILY AND DATE OF TRAVEL

NAME	AGE	BIRTHDATE	MARITAL STATUS	(SPOUSE) RELATIONSHIP	DATE OF TRAVEL **

* Show S for single or M for married. Opposite each dependent child, brother, sister listed above, show status.

** Show approximate date(s) of travel for spouse and members of immediate family if they will not accompany you when you travel to your new official station. If they will accompany you, show "accompanied."

I TRAVEL TO NEW DUTY STATION

1. Proposed method of travel:

a. Privately owned automobile

b. Common carrier: Air Train Bus

c. other (specify) _____

2. More than one personally owned vehicle may be required. Perhaps the entire family will not use the same method of travel (e.g. some will travel by air and others by train or personally owned vehicle). Explain the circumstances and your plans.

II HOUSEHOLD GOODS SHIPMENT INFORMATION

1. Furnish estimated weight of household goods in present residence. Excluding bath(s) _____
2. Will household goods be moved about the time of your transfer? _____ If not, When? _____
3. Will temporary storage be required? _____ If so, show estimated number of days _____
4. Address where your household goods are now located. _____

NOTE: The maximum time for beginning allowable travel and transportation may not exceed 2 years from the effective date of your transfer.

III MOBILE HOME INFORMATION

- Do you desire to move a mobile home which you will occupy as a residence? _____
1. If so, where is the mobile home now located? _____
 2. Date mobile home will be moved. _____

NOTE: When a mobile home allowance is claimed, no other expenses are allowed for transportation of household goods and personal effects.

IV TEMPORARY QUARTERS EXPENSES

If expenses for temporary quarters are anticipated at either your present or new duty station, complete the following (restricted to 30 days for you and your family if you select commercial relocation services.)

1. Estimated number of days for yourself. _____
2. Number of dependent family members. _____
3. Estimated number of days for all dependent family members. _____
4. Total number of days for you and all dependent family members. _____

Are you currently employed by NRCS? _____ Y _____ N

If 'N', provide name and address of organization where you are currently employed.

V. ADVANCE HOUSE HUNTING TRIP TO LOCATE PERMANENT RESIDENCE

A. If you are approved an advance househunting trip, complete the following:

1. Do both you and your spouse plan to make the trip? _____
2. If not, which one of you will make such a trip? _____
3. Number of days needed, including travel time. _____
4. Inclusive dates for the trip, if approved _____ through _____
5. Proposed method of travel:
 - a. Personal vehicle _____
 - b. Common carrier: Air Train Bus
 - c. other (specify) _____

B. State your reasons why an advanced househunting trip is required and how it will effectively reduce other transfer costs to NRCS. Provide a complete explanation:

VI EXPENSES INCIDENT TO REAL ESTATE TRANSACTION AND UNEXPIRED RENTAL LEASES

SALE OF YOUR RESIDENCE AT YOUR PRESENT DUTY STATION

1. Do you own a residence at your present duty station? _____
2. Type of residence (single dwelling, duplex, condominium, etc.): _____
3. In whose name(s) is the title to this property? _____
4. Will you sell the residence? _____ Month _____ Year _____
(If you have indicated "no" and later decide to sell, please advise your administrative officer immediately) If so, when:

6. Approximate sale price \$ _____ (This figure is needed to develop an estimate of the expenses for obligation purposes.)

NOTE: Sale transactions must be completed within 2 years from the effective date of your transfer unless extended in writing for up to 2 additional years.

VII PURCHASE OF A RESIDENCE AT YOUR NEW DUTY STATION

1. Will you purchase a residence? _____ If so, When? _____

2. Estimated purchase price \$ _____

NOTE: Purchase transactions for which reimbursement is requested must be completed within 2 years from the effective date of your transfer unless extended in writing for up to 2 additional years.

VIII UNEXPIRED RENTAL LEASE AT PRESENT DUTY STATION

1. If you are renting under a lease, when will the lease expire? _____

2. What settlement expenses will be incurred if you terminate the lease prior to the date it expires?

NOTE: Unexpired lease transactions for which reimbursement is requested must be completed within 2 years from the effective date of your transfer. A copy of the unexpired lease must be submitted upon request for reimbursement.

IX SHIPMENT OF A PERSONAL VEHICLE AT GOVERNMENT EXPENSE

Under certain conditions, privately owned motor vehicles may be transported at NRCS expense to, from, and within locations outside the continental United States (Alaska, Hawaii, Puerto Rico, Virgin Islands). If you are involved in such a transfer, will you request transportation authorization for a personal vehicle?

If you state "yes" your administrative officer will contact you regarding any additional information needed to determine whether such transportation will be authorized. Authorization of this type must be approved by the National Headquarters, Financial Management Division.

Signature

Date

(Please complete and return one copy of this questionnaire together with your original service agreement signed and dated)

SERVICE AGREEMENT

I hereby agree to remain in the Government Service for a period of 12 months following the effective date of my transfer unless I am separated for reasons **beyond my control and acceptable to the Natural Resources Conservation Service**.

I agree that if I do not remain in the Government service for the 12 month period, unless I am separated for reasons **beyond my control and acceptable to the Natural Resources Conservation Service**, I will repay to the Government all moneys expended by the United States on account of travel, transportation, and allowances connected with my transfer. I understand that under such circumstances all such moneys are recoverable from me as a debt due the United States.

I agree that if I receive Withholding Tax Allowance payment for claims filed for relocation transfer expenses, I will file a Relocation Income Tax allowance claim. I understand that I am obligated to file a claim for Relocation Income Tax allowance even though the Withholding Tax Allowance payments do not exceed the Relocation Income Tax allowance. When Withholding Tax allowance payments exceed the Relocation Income Tax allowances claim, I understand that I am obligated to repay the excess as a debt due the Government. If I do not file the claim for Relocation Income Tax allowances, I agree to repay the Government the entire Withholding Tax Allowance expended by the United States in connection with my transfer. I understand that under such circumstances such funds are recoverable from me as a debt due the United States.

I agree that if I am authorized an advance househunting trip and make such trip to the new duty station for the purpose of finding permanent quarters, or after my spouse has made such a trip, that if I decline to transfer, I will repay to the government all moneys expended by the United States on account of travel, transportation, and allowances connected with such travel, and understand that under such circumstances all such moneys are recoverable from me as a debt due the United States.

(Date)

(Signature)

(Please sign, date, and return one copy of this form)

**ADDENDUM TO SERVICE AGREEMENT
REAL ESTATE TRANSACTION QUESTIONS**

Sign under (1) or (2) and return to the Financial Management Section along with Form 38A Service Agreement.

1. I want to use the GSA Relocation Contract to sell my house.

() Notify the Relocation Company to contact me immediately.

() I will notify you within 6 months to contact the Relocation Company.

(Signature)

(Date)

2. I do not want to use the GSA Relocation Contract to sell my house.

(Signature)

(Date)

Reasons for delay in name being turned into the Relocation Company.

You must list your house for sale by owner or with a local Real Estate Company when taking advantage of the Relocation Contract Services. However, the following clauses must be a part of the contract with the local Realtor.

CLAUSES TO BE USED IN CONTRACT WITH THE REALTOR

The seller(s) hereby reserve the right:

(1) To sell the property directly to _____ Inc. At anytime, and, in any such event to cancel this listing agreement with no obligation for commission or continuation of listing hereafter.

(2) To turnover any acceptable written offer hereunder to _____ Inc. for closing and payment of commission which shall be deemed earned and payable only upon closing of title in accordance with the terms thereof.

**LISTING ADDENDUM
(EXCLUSION CLAUSE)**

This addendum to be part of Listing Agreement for the sale of:

Property Address

The Listing Agreement is subject to the following provisions:

It is understood and agreed that regardless of whether or not an offer is presented by a ready, willing and able buyer:

"The Seller hereby reserves the right (1) to sell the Property directly to _____, at any time, and in such event, to cancel this listing agreement with no obligation for commission or continuation of listing hereafter; (2) to turn over an acceptable written offer hereunder to _____.

_____ for closing and payment of commission which shall be deemed earned and payable only upon closing of title."

LISTING FIRM:

SELLER

SELLER

BROKER/AGENT

DATE