

APPENDIX E

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RELOCATION INCENTIVE SERVICE AGREEMENT

I hereby agree to remain with the **U.S. Department of Housing and Urban Development** for the amount of time specified below, following the effective date of the official (recruitment) personnel action. I am aware that all actions must begin at the beginning of a pay period and end on a pay period and as a result, the specified time below may not be exact.

The total amount of the relocation incentive I will be receiving under this agreement is \$_____. I am aware that my salary can not exceed the aggregate cap and that should circumstances require, recruitment payments may be delayed until the following year to ensure this mandatory cap is not exceeded.

I understand this incentive will be paid as specified below. All payments will correspond with pay periods (i.e., monthly installments will be paid every other pay period). I also understand that this incentive cannot be extended beyond the service agreement date.

I understand that failure to fulfill the terms of this agreement could result in a debt to the Federal Government.

The Department may terminate this service agreement at any time based solely on management's needs. I understand that my failure to fulfill the terms of this agreement will result in a debt to the Federal Government. Additionally, assignment to or acceptance of another position within or outside of the Department constitutes failure to fulfill the terms of this agreement and may result in a debt to the Federal Government.

SERVICE TIME:

_____ Years

PAYMENT ARRANGEMENT: (Percentage payable for entire length of service agreement)

_____ Annual _____ Monthly _____ Quarterly _____ Biweekly

_____ Beginning of Service Agreement (after residence is established)

_____ End of Service Period _____ Combination of above (specify)

NAME: _____ (please print)

OFFICE: _____

SIGNATURE: _____ DATE: _____