



OFFICE OF THE ATTORNEY GENERAL

INSTRUCTIONS FOR RELOCATION/RENTAL EXPENSES

Follow the instructions below carefully and fill out the enclosed forms **completely**. If the forms are returned incomplete, they will be returned to you to complete. If you have any questions about how to complete the forms, please contact our office at: 1-800-983-9933 or (512)-936-1200.

**Payment
before
you move:**

IF YOU ARE REQUESTING PAYMENT OF RELOCATION BENEFITS BEFORE YOU MOVE:

- ✓ You must complete and submit the following forms:
- 1. Relocation and Rental Assistance Acknowledgement
- 2. Relocation Expense Worksheet
- 3. Letter of Intent (to be completed and signed by the landlord)
- 4. Payment Affirmation

Submit to: Crime Victim Services Division - CVC Program Fax for Relocation documents ONLY:
 Office of the Attorney General - MC011 512-936-1792
 PO Box 12198
 Austin, TX 78711-2198

**How
payments
are made:**

FIRST PAYMENT - includes the application fee, security deposit, 1st month of rent, and moving expenses. Once you receive the payment, use it to pay for approved expenses requested on the Relocation Expense Worksheet and sign the lease.

AFTER FIRST PAYMENT: obtain receipts for ALL expenses and a copy of your signed lease, and then submit those items to Crime Victim Services.

SECOND (FINAL) PAYMENT WILL BE RECOMMENDED ONCE WE RECEIVE:

1. A complete copy of the lease agreement (signed by you and your landlord)
 2. Receipts verifying your payment of the items requested on the Relocation Expense Worksheet
- Submit receipts and the signed lease agreement within 30 days of the first payment. Failure to do so will result in claim closure and possible refund of the first payment unless Crime Victim Services is notified of extenuating circumstances.**

**Have you
already
relocated?**

IF YOU HAVE ALREADY MOVED AND ARE REQUESTING REIMBURSEMENT:

- ✓ You must complete and submit the following:
- 1. Relocation and Rental Assistance Acknowledgement
- 2. Relocation Expense Worksheet
- 3. Receipts for all expenses requested (receipts must contain verification of deposit or connection fee paid)
- 4. A complete copy of your lease agreement (signed by you and your landlord)

IMPORTANT THINGS TO REMEMBER

- If you are only requesting moving expenses or only requesting rental assistance, you must specify this in writing.
- If new adult tenants, which includes new adult family members, will now reside with the victim at the new location, CVS will prorate the amount of relocation assistance provided to the victim (deposits/connection fees, and rent) by the number of new adult tenants who are listed on the lease. If a family member or adult tenant resided with the victim prior to the date of the crime, proof of occupancy will be required.
- Late fees, past due amounts for utilities, past due rent, and purchase of telephones are not covered.
- If you are moving a mobile home, we will need a written estimate from a moving company.
- The lease and all of the receipts you submit must be in YOUR name or we will be unable to reimburse you.
- **For victims of Family Violence:** If you choose to use the attached electricity, gas, and/or telephone waivers, please send them to the companies you choose for waiver of deposits. DO NOT return them to Crime Victim Services or Texas Council on Family Violence.
- Relocation/Rental expenses will be denied if the offender moves into the new residence, and you will be required to refund the program the amount awarded for relocation expenses and rent.
- Relocation/Rental expenses must be submitted within 3 years of the date of the crime. The relocation must be crime related.
- If purchasing a home, only moving expenses are eligible for reimbursement (no rental expenses will be considered). Submit documentation verifying the purchase of the house.