Relocation Guidelines. Please read carefully.

Relocation assistance is subject to certain restrictions. Relocation may be awarded if there is a credible threat to your personal safety or if you were evicted as a direct result of the crime. If you are requesting to relocate due to emotional trauma, you must provide a letter from a licensed mental health provider recommending relocation as a means to promote emotional healing and recovery. Otherwise, counseling and/or security measures may be awarded in lieu of relocation expenses.

Relocation assistance may be used for
- Rental deposit
- Utility deposit and/or connection fee for electricity, gas and water
- Airfare, mileage or other transportation costs for actual move
- Professional moving company fee or van/truck rental
- Rent up to $2,000.00 or two months’ rent; whichever is less

Rental assistance will only be considered if you have sufficient income to maintain rental payments after the first two months.

Relocation expenses can be paid one time only.

The maximum compensation for relocation assistance is $5,000.00. Additional assistance exceeding $5,000.00 can be made available in exceptional circumstances.

Relocation expenses will be denied if the offender moves into the new residence.

Relocation assistance is intended for rental property only, not to purchase a residence.

Request for Relocation Assistance

Identify the need to relocate as a result of the crime. If for emotional wellbeing, submit verification from a mental health provider recommending relocation. If for security, submit verification of the threat to your personal safety. If you were evicted as a result of the incident, submit a copy of your eviction notice.
Identify where you are planning on relocating to and whether you have somewhere to stay when you get there. If you have already relocated, provide the address of your new residence and with whom you are living, if applicable.

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Identity the support network you will have at the new location (friends, family, job, etc.)

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

List the people, other than yourself, that need to relocate or have relocated with you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Relocation Expense Worksheet

List the actual and/or estimated costs associated with relocating. Provide receipts or estimates.

<table>
<thead>
<tr>
<th>RELOCATION EXPENSE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental deposit and application fee</td>
<td></td>
</tr>
<tr>
<td>Utility deposits and/or connection fees</td>
<td></td>
</tr>
<tr>
<td>Professional moving company fees (limited to $2,500.00)</td>
<td></td>
</tr>
</tbody>
</table>

*These costs can become very expensive. Shop around for quotes and make sure to ask the company of any additional fees that might apply.*

| Van/truck rental                                       |      |
| Transportation expenses for actual move (airfare, mileage, etc.) |      |
| For mileage, starting address __________________________ |      |
| Destination address __________________________________   |      |
| Number of trips _________                                |      |

| Storage (limited to two months)                         |      |
| Lodging for out of state move                           |      |
| Rent (limited to $2,000.00 or two months’ rent; whichever is less) |      |

*You must provide a copy of a signed lease agreement or Rental Verification by landlord before rental assistance is paid.*

| Other: Please explain                                   |      |
**Income Worksheet**

The Board may deny relocation assistance if you do not have sufficient income to maintain the cost of rent.

Please provide information about sources of income. Include wages from employment, benefits, child support, food stamps, etc.

<table>
<thead>
<tr>
<th>Person receiving payment</th>
<th>Type of Payment</th>
<th>Amount Received</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Joan Smith</td>
<td>Unemployment benefit</td>
<td>$400</td>
<td>Every month</td>
</tr>
</tbody>
</table>

- Identify your anticipated source of income at your new location

- Do you have a housing voucher? Yes ☐ No ☐
  
  If so, you must submit documentation from the agency providing assistance.

**Agreement**

I declare under penalty of perjury that all the information I have provided is true, correct, and completed to the best of my knowledge and belief. I agree that I will not inform the offender of the location of my new residence. I understand that my signature says I agree to all statements in this agreement.

Signed:                      Date:
Staying Safe

Domestic violence and sexual assault victims must agree not to inform their offender of the location of their new residence, nor allow the offender on the premises at any time. The victim shall agree to seek a restraining order against the offender if they try to enter the new residence. Victims should utilize safety tips, additional community and law enforcement resources to ensure their safety and security.

Safety Tips for Crime Victims Who Are Relocating:

✓ Get an unlisted phone number and caller ID
✓ Log any threatening calls or texts and report them to police
✓ Be cautious about providing personal information
✓ Keep a list of critical contact numbers and locations (law enforcement, attorney, medical care, DV shelter etc)
✓ Tell trusted friends, neighbors and coworkers about the situation
✓ Give them a description of the suspect and the vehicle they may be driving
✓ Vary travel routes to work, stores and social engagements
✓ Try to stay in public areas
✓ Avoid travelling alone if possible
✓ Keep a small packed suitcase handy but secure with your driver’s license, social security card, birth certificate, passport and medications

Additional Information:

National Coalition Against Domestic Violence www.ncadv.org
National Domestic Violence Hotline 800-799-SAFE or www.ndvh.org
National Center for Victims of Crime 800-FYI-CALL or www.ncvc.org

Additional Victim Relocation Resources (in Alaska)

Alaska Housing Vouchers
The Housing Choice Voucher Program is the federal government’s program for assisting low income families with housing. The Alaska Housing Finance Corporation (AHFC) administers the voucher program in Alaska. Families can apply at any of the AHFC program locations (Anchorage, Bethel, Cordova, Fairbanks, Homer, Juneau, Ketchikan, Kodiak, Nome, Petersburg, Seward, Sitka, Soldotna, Valdez, Wasilla, Wrangell). For more information see the AHFC website: www.ahfc.us/rental/housing_choice_voucher

Sexual Assault and Domestic Violence Resources
Victims of sexual assault and domestic violence can seek assistance and the shelter of temporary emergency housing through sexual assault or domestic violence resources in their local community. A listing of advocacy and housing services, including those specific to sexual assault and domestic violence, is available on the VCCB website at: www.doa.alaska.gov/vccb/VictimServices/sheltersAdvocates.html

Homelessness
Call 2-1-1 Alaska for direct assistance for the homeless and for referrals or visit http://www.alaska211.org
Also visit the Alaska Homeless Shelter Directory at: http://www.homelessshelterdirectory.org/alaska.html
### ADDITIONAL FORMS

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENTAL VERIFICATION</td>
<td>If no lease is available, this form must be completed by the individual renting the house/room to you.</td>
</tr>
<tr>
<td>SUBSTITUTE FORM W-9</td>
<td>If payment is to be made directly to the landlord, this form must be completed by the landlord. Otherwise, you must submit copies of rental receipts to request reimbursement.</td>
</tr>
</tbody>
</table>