



ReloFact: Rent in Advance

This ReloFact explains Rent in Advance. For additional information, please refer to article 7.04 of the Relocation Directive.

The information provided in this document is made available in the form of a general guide and is to be used for information purposes only. The Relocation Directive remains the authority for the reimbursement of all relocation expenses and you are encouraged to review the directive for eligibility prior to incurring any expenses.

What is Rent in Advance?

When you are required to pay rent at destination prior to vacating your residence at origin, you may be entitled to rent in advance.

Rent in advance is an entitlement when you are financially responsible to pay for two sets of accommodations. This benefit may be reimbursed from the Core component, for up to one month's rent; parking charges and any additional charges related to rent. Any additional months may be reimbursed from the Custom Component (pending availability of funds).

Reimbursement starts on the first day of your lease at the new place of duty until the load or clean day (whichever is later).

Example:

- Destination lease agreement starts June 1st
- Rent at destination is \$1500/month
- Cleaning date at origin is June 14th

Calculation:

- From June 1st to June 14th = 14 days
- $1500/30 \text{ days in June} = \$50.00 \text{ per day} \times 14 \text{ days} = \underline{\$700.00}$
- Rent in Advance entitlement will be \$700.00

Documents required for reimbursement

The following documents will be required for the reimbursement of rent in advance:

- Your destination lease agreement
- Proof of payment to confirm rent has been paid
- Confirmation of your pack/load days from Furniture & Effects dept.