**Affidavit of Relocation for Employment**

[Date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I [Employee’s Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an employee of the University of Maryland Baltimore (UMB), have relocated to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Street Address, City, State, and Zip Code] in connection with accepting an employment offer at UMB, and that I have lived at this address since [Date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I certify that the above information is true and accurate. I understand that if any of the information contained in or submitted with this Affidavit is false, I can be held accountable and required to pay back to UMB the total Moving and Relocation Payment offered and paid to me following the start of my UMB assignment on my UMB Start Date.

As evidence of my relocation for UMB employment, I attach a true and correct copy of one or more of the following documents:

\_\_\_\_ A receipt for payment of moving expenses for my household relocation to the address above, showing the dates of delivery of my household goods to my new address.

\_\_\_\_ A government-issued form of identification, such as a driver’s license, issued to me and showing my new address as stated above.

\_\_\_\_ A current property tax bill from a Maryland jurisdiction including the property at the address stated above, addressed to me at that address.

\_\_\_\_\_ Other (describe in detail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(See examples of alternate forms of proof of address on reverse side of this form.)

*(signature on reverse)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Employee Signature]

[Employee’s Printed Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[EMPL ID] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXAMPLES OF ACCEPTABLE ALTERNATE DOCUMENTATION:

--- Lease in employee’s name for property at address listed above.

--- Current water bill to employee at address listed above for water service at that address for a period after the hire date.

\_\_ Current utility bill (gas and electric, or electric only) in name of employee stating that it is for utility service at the address listed above for a period after the hire date.