

SALE OF A RESIDENCE

3831

(Revised 9/96)

If you are a represented employee and you want to submit a claim for the sale of your residence, you must do so within one year of reporting to your new official headquarters. The DPA may grant you a one-time, six-month extension. See CCR, Title 2, Section 599.716(d). Your request for an extension of time must be on a STD. 256, and must be approved by your agency director or designated individual. Send your approved STD. 256 to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814. You must also meet the following requirements in order to get approval of the extra time to sell your former residence:

1. You must state the date you were notified of your transfer.
2. You must state the date you reported to your new official headquarters.
3. Your request must be received by DPA *before* the one-year period is up.
4. You must show that you have been trying to sell your residence during the one-year period after your reporting date. You must state the date when your residence was placed on the market or listed with a realtor.

If you are a nonrepresented employee, your claim for sale of your old residence must be submitted within two years of reporting to your new official headquarters. No extensions will be allowed. See CCR, Title 2, Section 599.716(e).