



North Carolina Department of Natural and Cultural Resources

Pat McCrory
Governor

Susan Kluttz
Secretary

Division of Parks Recreation

HOUSING TRANSFER NOTIFICATION

<http://www.dpr.ncparks.gov/facilities/home.php>

Housing Transfer Within a Park ☐ (check if applicable to this transfer)

Transfer Request Date: _____ (Must be indicated)

DPR HR Representative Name: _____

Park/District: _____ Move Out Date: _____ Move In Date: _____

Transfer From Park Residence - State Property Asset Number: _____

Current Payroll Deduction Amount for this residence: \$ _____

Employee Name: _____ Number of Occupants: _____

Email Address: _____
(Payroll Deduction Amount will be emailed to the PASU and occupant by HR Representative)

Transfer To Park Residence - State Property Asset Number: _____

Housing Transfer From Other Park or District ☐ (check if applicable to this transfer)

To Park/District: _____ Move In Date: _____

From Park/District: _____ Move Out Date: _____

Employee Name: _____ Number of Occupants: _____

Email Address: _____
(HR Payroll Deduction Amount will be emailed to the occupant)

Transfer To Park Residence - State Property Asset Number: _____

Park Superintendent Approval: _____ Date: _____

District Supt. Approval: _____ Date: _____

Form must be submitted prior to the 8th of each month to be effective that month. (Payroll deduction is applied prior to month effective date.) Above employee is required to live in park installation. District Office must scan and email form to: HR Representative, CHOP, Chief of Maintenance, PACR and Operations Administrative Assistant.

HR OFFICE USE ONLY - DPR requests DNCR Payroll to deduct from the above employee \$ _____
beginning ____/____/____, until further notice. District HR Rep: _____