

Division of Parks and Recreation  
**HOUSING TRANSFER NOTIFICATION**

\*\*\*HOUSING TRANSFER WITHIN A PARK ☐ (check this block if it applies to this transfer)

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

TRANSFER REQUEST DATE \_\_\_\_\_

(Internal- within the park housing transfer: move out and move in must be checked with Effective Date of Move)

HR Representative Name \_\_\_\_\_

PARK \_\_\_\_\_ DISTRICT \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ MOVE OUT \_\_\_\_ DATE \_\_\_\_\_

From Park Residence State Property Asset Number : \_\_\_\_\_ # of occupants \_\_\_\_\_

Email Address \_\_\_\_\_

Current Payroll Deduction Amount for this residence \$ \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ MOVE - IN \_\_\_\_ DATE \_\_\_\_\_

To Park Residence State Property Asset Number: \_\_\_\_\_ #of occupants \_\_\_\_\_

Email Address \_\_\_\_\_

Payroll Deduction Amount will be emailed to the PASU and occupant by HR Representative

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\*\*\* HOUSING TRANSFERAL TO A PARK FROM A PARK AND/OR DISTRICT ☐ (check this block if it applies to this transfer)

TO PARK \_\_\_\_\_ TO DISTRICT \_\_\_\_\_ <http://www.dpr.ncparks.gov/facilities/home.php>

FROM PARK \_\_\_\_\_ FROM DISTRICT \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ MOVE OUT \_\_\_\_ DATE \_\_\_\_\_

To Park Residence State Property Asset Number: \_\_\_\_\_ # of occupants \_\_\_\_\_

Email Address \_\_\_\_\_ HR Payroll Deduction Amount will be emailed to the occupant

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\*\*\*SIGNATURES ARE REQUIRED (for each Housing Transfer Notification Form)

Park Superintendent: \_\_\_\_\_ (Scan and email to your DISU)  
Signature Date

District Superintendent: \_\_\_\_\_ (Scan and email to HR email link below)  
Signature Date

Submit prior to 8<sup>th</sup> of each month to be effective in the month submitted. Above employee is required to live in park installation. Rent should be tax exempt. (Rent amount is deducted from pay check prior to month effective date)

THE DISTRICT OFFICE WILL SCAN AND SUBMIT EMAIL HOUSING TRANSFER REQUEST TO:

[Denr.dpr-hr-staff@lists.ncmail.net](mailto:Denr.dpr-hr-staff@lists.ncmail.net); [j.howerton@ncparks.gov](mailto:j.howerton@ncparks.gov); [d.williams@ncparks.gov](mailto:d.williams@ncparks.gov); [b.dowdy@ncparks.gov](mailto:b.dowdy@ncparks.gov)

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District HR Representative Name \_\_\_\_\_ **HR OFFICE USE ONLY** It is requested that DENR Payroll deduct from the above named employee deduction amount \$ \_\_\_\_\_ begin \_\_\_\_/\_\_\_\_/\_\_\_\_ until further notice.