

Real Estate Reimbursement Claim Checklist

Required documents for sale or purchase of a house

DD Form 1705

PCS Orders

Amendments to PCS Orders

HUD Settlement Statement

Contract

Title Document (i.e. deed) necessary to determine the title to the residence

Receipts for any amounts not shown on the HUD statement

DD Form 1351-2 (Travel Voucher)

Withholding Tax Allowance (WTA)

Electronic Funds Transfer (EFT) for Travel Pay

HELPFUL HINTS:

1. Prepare individual packages (one for sale and one for purchase)
2. Enter line item numbers (from the HUD settlement statement) along with amounts claimed on the reverse side of the DD Form 1705 or provide an itemization on a blank piece of paper and attach to the DD Form 1705
3. Ensure the correctness of dollar amounts entered on the DD Form 1705 and ensure the totals are correct.