

### **3.5 Disposal of A Principal Residence in Canada — FSD 16**

If you plan to purchase or sell a principal residence within the Ottawa/Hull region, you should refer to FSD 16, in particular to FSD 16.05 and to FSD 16.08 regarding occupancy, to determine the extent to which you may seek reimbursement for real estate and legal fees, as well as other costs related to the sale or purchase of a residence.

It should be noted that foreign assignment employees are covered by sections 16.02, 16.03 and 16.04 inclusive as well as sections 16.19 and 16.20 while career foreign service employees are covered by sections 16.05 to 16.20 inclusive.

You should familiarize yourself with these sections in order to determine the reimbursement to which you are entitled.

#### **1. Accountable Advance**

You may receive an accountable advance from SBM (Geographic Service Section) to cover anticipated costs. Your request should be supported by the following documents and you should indicate the anticipated date of the transaction:

- Photocopies of the Agreement of Purchase and Sale, as well as the Multiple Listing Service Agreement.
- A letter from the lawyer containing an estimate of the fees and expenses payable on closing.

Please note that in accordance with FSD 4 you must account for the advance in full within 10 days after the expense has been incurred.

#### **2. Claiming Reimbursement of Fees**

You should submit the following documents to SBM (Geographic Service Section) under an Expense Claim Form (EXT 160) to obtain reimbursement:

- a) A copy of the Agreement of Purchase and Sale. (Deed or Transfer of Title in case of a purchase)
- b) The lawyer's receipted Statement of Account and, in the event of a sale, a receipted invoice from the real estate agent. (Originals required)
- c) Original receipts and supporting documents covering other related costs, for example, first mortgage repayment penalty.

### **3.6 Staff Accommodation at the Mission**

Now it's time to think about where you will live during the next few years. The place where you rest your head at night can sometimes make all the difference to the experience of living abroad. And since this house or apartment will be your home for the next two to four years, it's one of the most important items to consider about your new posting.

After receiving your Posting Confirmation form and the Committee on Mission Management (CMM) has met and allocated accommodations, mission administration will correspond with you directly if you will be occupying Crown-held accommodation. Often photographs and floor plans of your new home may be available for your inspection at the Services Centre (SERV).

It would be a good idea to read FSD 25, as well as the Occupancy Agreement, prior to your posting. It lists what your obligations will be, as well as what benefits are provided to you, during your occupancy of staff accommodation abroad.

Directive 25 determines how much you must pay each month for accommodation. This amount is called a Shelter Cost and it includes costs for rent, utilities and services that you will pay to the Department each month. The amount you pay is based on what the average person with a salary and family size similar to yours would pay for fully serviced unfurnished accommodation in the Ottawa/Hull