

CLIENT REFERRAL

FOR OFFICE USE ONLY



PARTNER AGENCY INSTRUCTIONS:

1. Complete this PDF fillable form in full.
2. Save as a file and attach file as an email.
3. Email your Client Referral to REFERRAL@hometomorrow.org

(Use TAB key to advance through data fields)

AGENCY INFORMATION

BEGIN HERE →

AGENCY NAME REPRESENTATIVE NAME REPRESENTATIVE EMAIL

(Hit space bar)

AGENCY CERTIFICATION: Certification by Partner Agency Representative named above affirms that TERMS of SERVICE and DONATION AGREEMENT, included herein, have been discussed with CLIENT and CLIENT agrees to same. Check box if agreed

CLIENT INFORMATION

Last Name First Name

HOUSEHOLD PROFILE

Home Located Above 1st Floor # Household Members # of Bedrooms # Adults (Age 18+) # Adults sharing a bed # Minors (< Age 18)

MINOR PROFILE

For each minor in the Household, select gender (M/F) and Age from drop down menus.

Minor # #1 #2 #3 #4 #5 #6 #7 #8

Gender

Age

PICKUP SCHEDULING

INSTRUCTIONS:

1. Use drop-down menus for selection.
2. Donation pickup times are in 1-hour time blocks from Wednesday through Saturday, from 10AM to 2PM.
3. Please provide us with at least one (1) week lead time for your earliest pickup scheduling preference.
4. Please select 3 days / dates / times, in order of preference, that your client is willing AND ABLE to arrive at Home Tomorrow (Bedford, NH) with adequate transportation and assistance to load, transport your home furnishing selections.
5. Following submission of your Client Referral, we will contact you to confirm one of your selections.

DAY DATE USE DROPDOWN ARROW ↓ TIME

PREFERENCE #1 →

PREFERENCE #2 →

PREFERENCE #3 →

Name of contact at time of pickup Cell Phone # Will U-Haul be rented? (If YES): → In whose name will U-Haul reservation be made?

If no U-Haul will be used: → Enter Make/Model of Vehicle to be used for Pickup of Home Furnishings

NOTE: Late arrivals without prior approval may result in cancellation of pickup. Any NO-SHOW/NO-CALL will result in permanent loss of services.

PARTNER AGENCY AUTHORIZATION INSTRUCTIONS

Having completed your Client intake, having assessed their collective needs and distinguishing "need" from "want", please enter the number of each item you are authorizing for the household to receive. The need in our community is great, and our partnership with you and your organization to make this determination will help us serve ALL those of our community in need.

BEDS & BEDDING	TWIN	FULL	QUEEN
MATTRESS	QTY	QTY	QTY
BOX SPRING	QTY	QTY	QTY
BED FRAME <div style="text-align: center; font-size: small;">YES</div> Include headboard and foot board (if available?)	QTY	QTY	QTY
SHEETS (Set) Includes fitted sheet, flat sheet & pillow case)	QTY	QTY	QTY
COMFORTER / BLANKET (Limit 1 per mattress)	QTY	QTY	QTY
PILLOW (Limit 1 per household member)	QTY	QTY	QTY

BED DIMENSIONS: TWIN: 38"X75", FULL: 53"X75" QUEEN: 60"X80"

IN ORDER TO EXPEDITE YOUR REQUEST, PLEASE ANSWER THESE QUESTIONS

YES NO

- If a QUEEN SIZE is not available, would your client accept a *smaller* (FULL SIZE)?
- If a FULL SIZE is not available, would your client accept a *larger* (QUEEN SIZE)?
- If a TWIN SIZE is not available, would your client accept a *larger* (FULL SIZE)?

FURNITURE					
SOFA / COUCH (Limit 1 per-household) (Cannot also include love seat)	QTY	LOVE SEAT (Limit 1 per-household) (Cannot also include sofa)	QTY	LIVING RM CHAIR (Limit 1 per-household)	QTY
COFFEE TABLE (Limit 1 per-household)	QTY	END TABLE (Limit 1 per-household)	QTY	BOOKCASE (Limit 1 per-household)	QTY
TELEVISION (Limit 1 per-household)	QTY	TV STAND (Limit 1 per-household)	QTY	TABLE LAMP (Limit 1 per-room)	QTY
FLOOR LAMP (Limit 1 per-household)	QTY	BEDSIDE TABLE (Limit 1 per-bedroom)	QTY	BUREAU / DRESSER (Limit 1 per-bedroom)	QTY
DINING TABLE (Limit 1 per-household)	QTY	DINING CHAIRS (Limit 1 per-household member)	QTY	OTHER (Add any desired item in Wish List section)	QTY

SMALL APPLIANCES

Microwave
(Limit 1 per household)

Coffeemaker
(Limit 1 per household)

Toaster
(Limit 1 per household)

← Choose one or the other →

Toaster Oven
(Limit 1 per household)

BATH ITEMS

Bath Towel, Hand Towel, Wash Cloth (set)
(Limit 1 per-household member)

Shower Curtain & Curtain Rings (set)
(Limit 1 per-household)

KITCHEN ITEMS

Pots & Pans (set)
(Limit 1 per-household)

Serving Dishes (set)
(Limit 1 per-household)

Serving Utensils (set)
(Limit 1 per-household)

Flatware (set)
(Limit 1 per-household)

Glasses / Mugs (set)
(Limit 1 per-household member)

Dishes
(Limit 1 per-household member)

BABY ITEMS

Mattress
(Limit 1 per-household)

Bedding / Blanket
(Limit 1 per-household)

COMMENTS / WISH LIST

(Feel free to add a comment or request items not listed.)

TRANSPORTATION RECOMMENDATIONS



10' Truck

Studio to
1 Bedroom apt.



15' Truck

1 bedroom home
to 2 bedroom apt.



20' Truck

2 bedroom home
to 3 bedroom apt.



26' Truck

3 bedroom home
to 4 bedroom home

TO BE SIGNED ONLY AT TIME OF PICK UP

BY THIS SIGNATURE:

I, as Client, or authorized on behalf of Client, as named herein, by my acceptance of these and other items donated by or on behalf of Home Tomorrow, Inc. hereby agree to the TERMS OF SERVICE and DONATION AGREEMENT as provided in the pages that follow. These pages have been discussed with me by the Partner Agency that has referred me and I agree to same.

Received by: _____ (signature)

The following pages provide our Terms of Service and Donation Agreement referenced above.
Signature above by or on behalf of Client expresses receipt of home furnishings subject to Terms of Service and Donation Agreement.

TERMS OF SERVICE

- 1. Referral from a Partner Agency required.** Any person or family in need of our services must obtain an appointment through their Partner Agency Representative. Partner Agency: Simply email us a completed Client Referral form to Referral@HomeTomorrow.org from the Partner Agency. We will contact you to confirm your client's pickup appointment. All appointment requests require schedule confirmation from Home Tomorrow.
- 2. Appointment rescheduling.** We understand that life happens. Therefore, at our discretion, we will allow an appointment to be rescheduled if made more than 24 hours in advance of the scheduled appointment. However, the Client may be required to wait to reschedule their appointment (explained in further detail below). Therefore, please ensure that your clients keep their scheduled appointments. Any appointment cancellation MUST be made through the Partner Agency Representative via email: CANCEL@HomeTomorrow.org. No telephone cancellations, please.
- 3. Arrive early for your appointment.** We kindly ask that clients arrive 5-15 minutes prior to their scheduled appointment time. We may be able to serve them early. If a client arrives late for their scheduled appointment, regardless of the reason, we may be required to cancel the pickup appointment altogether. Home Tomorrow, Inc. and its representatives assume no responsibility for reimbursement of the cost of truck rental or other incidental costs incurred. In all instances of a pickup appointment cancellation, submission of a new appointment request may be required.
- 4. First-come, first-served.** All home furnishings are available to Client families on a first-come, first-served basis. We do not have the capacity to save or hold items for pick up at a later time or date. Therefore, Clients must come to their appointment prepared to take away ALL their selections AT THE TIME OF PICKUP.
- 5. Arrange for adequate transportation and assistance.** Clients must arrive at their appointments with adequate assistance and vehicle needed to load and transport ALL of their home furnishings at the time of their pickup appointment. No return appointments will be considered. We will gladly stage client selections at the loading dock, but cannot load items into clients' vehicles. Financial assistance may be available to assist those in need. Please see our website for terms and conditions: <https://www.hometomorrow.org/transportation-assistance>.
- 6. One-time service only.** As a general rule, a client household (individual or family) may receive our donated home furnishings only once per lifetime (which may include up to 2 appointments to acquire items not previously selected or previously available - see below). Our goal is to serve EVERY family in need. Only after all other referred families are served might a client household be eligible to receive our services on a second occasion, and only then may they be eligible for home furnishings not previously received.
- 7. No guarantee of all items selected in stock.** Our inventory is limited by available space and the donations in stock at any given time. However, we are very fortunate to constantly receive new donations from generous donors throughout our local community. If a client is authorized to receive certain home furnishings, which are not available at the time of the appointment, the Client may schedule a second appointment within 30 days of the scheduled appointment to select authorized furnishings not previously selected. Like the 1st appointment, a second Client Referral form must be submitted and appointment must be scheduled through the Partner Agency and confirmed by Home Tomorrow. Clients may not return to acquire additional authorized items after the second Client Referral and appointment.
- 8. Recipient agrees to Terms of Service and Donation Agreement.** Any person or family receiving donations and services from Home Tomorrow, by their receipt of their home furnishings agrees to these TERMS OF SERVICE and DONATION AGREEMENT, which can be found herein and on our website: www.hometomorrow.org/receive/DonationAgreement.
- 9. Photographic/recording release.** Any person or family receiving donations and services from Home Tomorrow hereby grants and conveys unto Home Tomorrow all right, title and interest in any and all photographs and video/audio/electronic recordings of him/her, including as to name, image, and voice, made by or on behalf of any of the Released Parties during Activities with Home Tomorrow, including, but not limited to, the right to use such materials for any purpose and to any royalties, proceeds or other benefits derived from them. Client understands that he/she/they will not have any ownership interest in or to such photographs, images and/or recordings, Client has not been provided or promised any compensation, and Client hereby waives any rights, privileges, or claims based on any right of publicity, privacy, ownership or any other rights arising, relating to or resulting from the photographs, images and/or recordings. Client understands and agrees that this paragraph also applies to ALL household members including their minor child(ren).
- 10. Opt Out Option.** Home Tomorrow understands that various circumstances might compel Clients and their families NOT to be photographed or chronicled in which their identity is provided. If such is the case, Home Tomorrow will exercise every effort to prevent the publishing of the identities of Clients and their families. By selection below, Partner Agency Representative, on behalf of Client, opts NOT to publish or publicize the identity of its Client/Client Family ("OPT OUT").

OPT OUT

DONATION AGREEMENT

This Donation Agreement (this "Agreement"), dated as of the date of receipt of the item(s) donated (the "Effective Date"), by Client's receipt of home furnishings, is entered into by and between Home Tomorrow, Inc., a New Hampshire voluntary corporation (the "Donor"), on the one hand, and the Recipient Party(s), each, an individual (collectively, the "Recipient"), on the other hand. Donor and Recipient are sometimes referred to herein each as a "Party" and collectively as the "Parties." The Parties hereto agree as follows:

- 1. Donation.** Donor hereby donates (the "Donation"), and Recipient hereby accepts from Donor the items received, incorporated herein by this reference (the "Donated Items"). The Parties acknowledge that the Donated Items are being gifted and donated to Recipient for no consideration. As of the date of receipt, the Parties acknowledge that the Donated Items have been picked up by or delivered to Recipient and that the Donated Items shall be deemed to be owned by Recipient.
- 2. Use of donated items.** Recipient may only use the Donated Items for his or her family's personal use, and hereby represents to Donor that Recipient is accepting the Donated Items solely for such purposes. At any time during the first three (3) years of ownership of the Donated Items, Recipient may not sell, trade, or otherwise transfer any of the Donated Items to any person not related to Recipient by blood or marriage.
- 3. Disclaimer of warranties.** RECIPIENT ACKNOWLEDGES THAT DONOR RECEIVED THE DONATED ITEMS THROUGH DONATIONS FROM OTHER THIRD PARTIES, AND IS ACTING MERELY AS A FACILITATOR FOR PURPOSES OF ENSURING THAT ITEMS THAT HAVE BEEN DONATED ARE THEREAFTER DONATED TO PERSONS WITH DEMONSTRATED NEED, AND NO QUALIFIED INSPECTIONS OF THE SAME ARE PERFORMED BY DONOR, INCLUDING FOR ANY PATENT OR LATENT DEFECTS. SUBJECT TO APPLICABLE LAW, THE DONATED ITEMS ARE BEING PROVIDED TO RECIPIENT ON AN "AS IS" BASIS. AS SUCH, DONOR MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT THERETO, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF CONDITION, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR TITLE, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.
- 4. Waiver, release of claims and indemnification.** Subject to applicable law, Recipient hereby agrees on behalf of Recipient, their estate, heirs, assigns, and all of Recipient's minor children and/or wards, to release and discharge Donor, its past, present, and future affiliates, officers, directors, employees, volunteers, subsidiaries, agents, partner agencies or referring agency(s) and their organizations, successors and assigns (collectively, the "Released Parties"), from and against any and all claims, lawsuits, demands, injuries, losses, expenses, damages, or other costs or liabilities of any kind or nature (including reasonable attorneys' fees) (collectively, the "Claims") whether now or hereafter known, whether foreseen or unforeseen, arising out of or related to Recipient's or any third party's receipt, transportation, storage, use and/or disposal of any of the Donated Items. Recipient hereby agrees to indemnify, defend and hold the Released Parties harmless from and against any and all Claims, whether now or hereafter known, whether foreseen or unforeseen, and whether brought by Recipient, their estate, heirs, assigns, children, wards, any other family member or by any other third party arising out of or related to Recipient's or any other third party's receipt, storage, use and/or disposal of any of the Donated Items.
- 5. Severability.** In the event that any term of this Agreement is deemed to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction and venue: (1) the Parties shall use all reasonable efforts to negotiate in good faith to amend the term to eliminate any such invalidity, illegality, or unenforceability to the extent practically possible, taking into full account their original intent when entering into this Agreement in the first instance, and (2) the remaining provisions hereof shall continue in full force and effect.
- 6. Governing law.** This Agreement shall be governed by the laws of the State of New Hampshire, County of Hillsborough, without regard to its conflict of laws principles.
- 7. Entire agreement; modification.** This Agreement (along with any references and/or attachments specifically incorporated herein) sets forth the entire agreement between the Parties with respect to its subject matter and supersedes any prior agreement or communications between the Parties, whether written or oral relating hereto. No representation, inducement, or promise has been made or relied upon by either Party other than as expressly set forth in this Agreement. This Agreement may be modified only by a written amendment signed by an authorized representative of each Party.