



Furniture Assistance Program Application Form

Eligibility:

- ❖ Must be an active Old Town Mission client. If not currently using Mission services, please complete the required application and submit it with your request.

IMPORTANT:

- ❖ Bring this completed application to the Old Town Mission. Applications can be dropped off Monday through Friday from 9 am to 2 pm at 116 E. Pinal Street in Cottonwood.
- ❖ Only full applications will be reviewed so please submit the following documentation:
 - a. Fully completed Furniture Assistance Program Application Form
 - b. Fully completed Food Assistance Application, if not in our system.
- ❖ Old Town Mission will review requests within 3 business days.
- ❖ If approved, The Old Town Mission will contact the applicant to schedule an appointment at the Mission Thrift Store.
- ❖ Only essential items are available through the assistance program and **not all the items you request will be available.**
- ❖ Manager will show you the items that are available, unfortunately you are unable to select any item from the store and all items have been previously used.
- ❖ Furniture Assistance Program requests are processed on a first come, first serve basis until funds are exhausted. Program is not designed for clients who wish to update their furniture. Clients are able to request assistance a maximum of two times per year and they must meet certain qualifications.
 - Recently acquired housing
 - Furniture damaged due to natural disaster
 - Change in living situation
 - Emergency need
- ❖ All Furniture items must be picked up within 48 hours.



**Furniture Assistance Program
Application Form**

DATE: _____

CLIENT INFORMATION:

Name: _____

Address: _____ **Unit #:** _____

City: _____ **Zip Code:** _____

Bedroom Size: _____ **Phone number:** _____

Number of household members: _____

Have you applied for furniture assistance in the past? _____

If, Yes, when did you apply? _____

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FURNITURE OPTIONS – *Please check all that apply and please note that no substitutions can be made. Only choose essential items- we will not provide decorative items.*

The Thrift Store Manager will discuss the availability during your appointment. Not all items requested will be available. In most cases, delivery is included in the Cottonwood or Clarkdale areas.

- Dinette Set (table and 4 chairs)**
- Other Furniture/Household Items, please describe need:_____**

- Dresser**
- Couch**
- Chair**
- Bed Frame (No Mattresses)**
- Bedding**
 - Sheets**
 - Twin** **Queen** **King**
 - Comforter/blanket**
 - Twin** **Queen** **King**
- Kitchen Items**
 - Pots/Pans**
 - Silverware**
 - Plates/cups**

OTM USE ONLY:

DATE RECEIVED: _____ APPROVED On: _____

SPECIAL NOTES FOR THRIFT STORE:

APPROVED BY: _____