



Non-Profit Facility Application Instructions

Thank you for your interest in Rebuilding Together Oakland County! We are a 501 C3 non-profit organization that provides free repair services for homeowners and non-profit facilities in need. By endeavoring to spread the spirit of volunteerism, we are able to offer these repairs to your facility at no cost to your organization.

Please read the following application instructions prior to sending it to our office. We recommend saving this sheet for your records.

1. In order to be considered for our program, please provide the following, along with a completed application:
 - A copy of your 501 C3 letter of determination from the IRS.
 - A copy of your most recent annual report or IRS form 990.
 - Proof of facility ownership (If not owned, please include a copy of relevant pages of your lease agreement, along with landlord name and contact information.
2. Please complete all pages (2) of our Non-Profit Facility Application.
3. Please mail or Email your completed application and materials to:
RTOC, 31700 West 12 Mile, Suite 201, Farmington Hills, MI 48334
Or rtocoffice@gmail.com
4. Please allow 2 to 4 weeks for your application to be processed. After your application has been reviewed, we will contact you to arrange a time for us to visit you at your facility and access the requested repairs. This visit will determine if your facility is a candidate for our program.
5. Normally the work would be done on the last Saturday in April if RTOC is able to find the necessary financial and volunteer support. However we sometimes consider a project at other times during the year.
6. Please note that RTOC does not provide emergency repairs and in general, we do not do major remodeling or major repairs.

Thank you for your interest in Rebuilding Together Oakland County! For other questions concerning our program, please call 248-432-6551 and leave a message. We hope to hear from you!

Rebuilding Together Oakland County Non-Profit Facility Application

Non-Profit Contact Information

Non-Profit Name _____ Phone# _____
Primary Contact _____ Phone# _____
Secondary Contact _____ Phone# _____
Address _____
City _____ State _____ Zip _____
Federal Tax ID # _____ Non-Profit Type _____

Work Site Information

Work Site Contact _____ Phone# _____
Site Address _____
City _____ State _____ ZIP _____
Property Insurance Carrier _____
Insurance Policy # _____
Year Built _____

Questions for the Non-Profit Representative

1. Have you applied to Rebuilding Together Oakland County before? _____
2. How did you hear about us? _____
3. Does your organization serve veterans? _____
4. Can we expect you and/or your employees and board members to help our volunteers if necessary? _____
5. Are you comfortable having volunteers make repairs at your facility? _____
6. Who maintains the facility today? _____
7. Any security problems that we should be aware of?

Please list all repairs you would like us to consider:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Mission/Services: Please give us a brief description of your mission, the services your organization provides, and the individuals you serve. You also could send a brochure and your web site info would be helpful.

Sources of Annual Revenue

Total Annual Revenue _____

Non-Profit Representative Disclosure Agreement

Please sign below if you understand and agree to the following statements below. Your signature is required to complete your application.

I certify that the above information is true and correct. I realize that the failure to provide all information requested could prevent Rebuilding Together Oakland County from processing my application. I authorize RTOC to check any information provided including income and assets as necessary to complete the processing of this application. I understand that RTOC offers primarily a one-day project for selected homeowners and non-profit facilities, and that a group of volunteers – both skilled and unskilled – will complete the work at my facility, I understand that acceptance of this program is not guaranteed and is subject to available sponsors and volunteers. Also RTOC cannot guarantee that all requested work will be done.

Representative's Signature

Date