



## 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:**

- ❖ Please 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.
- ❖ 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?** \_\_\_\_\_

**Furniture Assistance Program**

# Application Form

**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:** \_\_\_\_\_

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- 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:

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APPROVED BY: \_\_\_\_\_