**2018 Hurricane Relief Volunteer Checklist**

Instructions for Volunteers

* Help applicants fill out the application, with special attention to helping them gather supporting documentation (mortgage statement or lease agreement; photos of damage to home; proof of residence.)
* Have a physical location designated to work with applicants one-on-one and/or be willing to call applicants for initial outreach and follow-up.
* Ensure that the applications come back to the NC Realtors office so we can process and approve applications as soon as possible.
* The application for storm victims online: <http://ncrealtorshf.org/apply>
* Applications should be emailed to housingfoundation@ncrealtors.org, faxed to 336.299.7872 (Attention Disaster Relief), or mailed to Disaster Relief, NCRHF, 4511 Weybridge Lane, Greensboro, NC 27407.

Applicant First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the primary residence impacted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there an accurate mailing address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a copy or digital photo of proof of residence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a copy or digital photo of proof of mortgage statement or lease agreement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a copy or digital photo of proof of damages? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application is complete / incomplete.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Volunteer