



Furniture Client Checklist

1. Step 1 – go to www.mustardseedfla.org
- Click on services > Click on list of referrals > Connect with one of the 150 referring agencies
2. Step 2 – Call us at **407.875.2040** to schedule an appointment
3. Step 3 – Please review the below check list

To the Referral Agency – Please have your client read each statement and sign their name below to show that he/she understands the conditions of receiving furniture from The Mustard Seed. Please have client bring this checklist along with the client referral to their appointment.

- Obtaining furniture from The Mustard Seed of Central Florida is a once-in-a-lifetime opportunity.
- I must call (407) 875-2040 to make an appointment in order to pick up furniture.
- I must check in at the front office when coming to pick up furniture for processing.
- The furniture is gently used and has been donated.
- I must have a picture ID when I come to fill out paperwork and pickup items.
- I must bring picture ID for every adult on the referral and birth certificates for every child living in the home. Adults over the age of 18 in the home, other than the partner or spouse, must obtain their own referral unless it is a child still under your care.
- I understand that there is a \$150 processing fee (as of 2/1/16) to be paid by money order, credit card or cash, on the day of my paperwork filing.
- I must have permanent place of residence.
- I must have some source of income.
- In order to gain access to the Mustard Seed warehouse, I must have a truck, U-Haul, or trailer hitch large enough to carry all the furniture. **Cars, vans and SUV's are not permitted due to safety concerns and insurance reasons.** I cannot make multiple trips to the warehouse to pick up items. I should be prepared to load and tie down my own furniture into or onto my truck, U-Haul, or trailer hitch.
- Delivery is available through The Mustard Seed for an additional \$150.00 not including the processing fee.
- A Mustard Seed staff member will walk me through the warehouse, which will last about 30 minutes.
- No children under the age of 13 are allowed in the warehouse; children cannot be left unattended without adult supervision on behalf of the client.
- You may only have up to 2 people to help you load your furniture. If you do not have your own help, you will be charged an additional \$20 for help.
- I may only select furniture items that are listed on my referral, and cannot select anything not on the form.
- I understand that not all items may be available in stock, and that I may not receive all of the items on my list. If the items are not available during the time of my visit, I may not return at a later date.

By signing my name below, I have read and understand the importance of these above statements:

Client Signature _____

Date _____