



The Mustard Seed of Central Florida
12 Mustard Seed Lane, Orlando, Florida 32810
www.mustardseedfla.org

Client Name: _____ # of Adults _____ # of Children _____

Referring Agency: _____ Phone: _____

Agent Name: _____ Title: _____

Email: _____ Fax: _____ Date: _____

Agents: Please initial the steps below indicating your compliance with the referral standards set by TMS.

- _____ I have verified the client's housing status and financial stability.
- _____ I have certified that the client has reliable transportation, not a van or SUV, to move their furniture.
- _____ I have completed the referral form in its entirety, after a home inspection.
- _____ The client has received the address and directions to TMS.
- _____ The client has never received furniture from The Mustard Seed before.
- _____ I have informed the client of operating hours and their need to make an appointment and keep it.
- _____ I will give the client this form and keep a copy for our organization.

Qty. Requested	Item
	Sofa or Sofa Sleeper
	Loveseat
	Easy Chair/Recliner
	Coffee Table
	End Table
	Dining Table
	Chair
	Desk

Qty. Requested	Item
	Desk Chair
	Entertainment Center
	Nightstand
	Twin Set
	Full Set
	Queen Set
	King Set
	Linen

Qty. Requested	Item
	Television
	Microwave
	Washer/Dryer
	Dresser
	Small Electronics
	Lamp
	Baby Items
	Vacuum

Miscellaneous _____

Clients: Please initial the steps below, indicating your compliance with the referral standards set by TMS.

- _____ I understand that I must pay a \$75 processing fee in order to pick up my furniture.
- _____ I understand the operating hours and will call 407-875-2040 x16 to make an appointment. I will KEEP my appt. or reschedule.
- _____ I understand all items are used, donated and on an "as available" basis. Items given depend on our CURRENT inventory.
- _____ I have received the address and directions to The Mustard Seed.
- _____ I understand that not all items requested will be available. We supply based on referral, family size, inventory and need.
- _____ I will bring this form, my ID, all other IDs and Social Security cards or Birth Certificates, the fee and my moving truck to my appt.

THANK YOU FOR FILLING OUT THIS FORM COMPLETELY. PLEASE READ AND SIGN BELOW.

1. To the best of my knowledge, the information I have provided is correct.
2. The Mustard Seed may use my name, photograph, and story in its newsletter and other publications to promote TMS.
3. I have never received furniture from The Mustard Seed prior to today.
4. This application is valid for 90 days. After that time, any application fee will be forfeited.

Signature _____ Received By: _____ Entered On: _____ By: _____



Furniture Client Checklist

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 a walkthrough appointment in order to pick up furniture.
- I must check in at the front office when coming to pick up furniture.
- The furniture is 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 living in the home, and social security cards or 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 \$75 processing fee 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 a steady income (you cannot be unemployed and receive no income).
- In order to gain access to the Mustard Seed warehouse, I must have a truck, UHaul, or trailer hitch large enough to carry all the furniture. **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, UHaul, or trailer hitch.
- A Mustard Seed staff member will walk me through the warehouse, which will last about 30 minutes.
- No children under the age of 15 are allowed in the warehouse; children cannot be left unattended without adult supervision on behalf of the client.
- You may only have up to 3 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 _____