**All forms must be submitted to referral365 with all of the below information filled out. Please cc your program manager for cost approval.**

***NOTE: Clients will receive a call to set up delivery a week prior and can possibly schedule a furniture viewing appointment the day before scheduled delivery. The first phone call can take up to 4 weeks during high volume times of the year.***

**Date of Referral:**

**Client Name:**

**Phone Number:**

**Referral Source Name:**

**Referral Source Email:**

**Type of Service Requested (Agency must select one option):**

Client Pick-up at OTF **Cost: 175.00**

In Home delivery at client’s location **Cost: 275.00**

**Address**:

**City and Zip Code (must be in Allegheny County)**:

**Is the household currently in the residence?**

**Specifics about residences to ensure the right furniture is picked for the household.** There are additional charges if OTF has to redeliver pieces of furniture. OTF will not deliver heavy furniture to apartments that are located higher than the 3rd floor with no elevator.

1. Apartment building or house:
2. Estimate of how many stairs to front entrance:
3. How many inside flights of stairs to unit:
4. Narrow, Normal, or Wide Stairwells and Hallways:
5. Parking Lot or Street Parking:

**Does the household have any pet allergies?**

**Primary reason why furniture is needed (check all that apply):**

* Transitioning from homelessness
* Underemployed \_\_\_\_
* Domestic violence
* Recovering from fire, flood, other disaster
* Veteran
* Refugee
* Bed Bug Issues (OTF staff does not remove any existing furniture)

**Household Make Up:**

**Number of Adults \_\_\_**

**---- Age & Gender of Each Adult**

**Number of Minors \_\_\_**

**-----Age & Gender of Each Child**

\_\_\_\_\_ Female HoH (e.g., single mom) \_\_\_\_\_ Male HoH (e.g., single father) \_\_\_ Grandparent Head of Household

HoH Marital Status: Single Living Together Married Divorced Widowed

**Ethnicity:**

|  |  |  |
| --- | --- | --- |
| * African American: | |  |
| * Asian: | |  |
| * Caucasian: | |  |
| * Hispanic: * Unknown: | |  |
|  | Other: | | |

|  |
| --- |
| **Annual Household Income** (check one): |
| |  | | --- | | Under $12,000: | | $12,000 - $19,000: | | $20,000 - $49,000: | | Unknown: | |

**List Furniture items needed:** *Be specific and list in bullet point fashion (Does not have dishes, appliances, or TVs)*

 Check out [www.offthefloorpgh.org](http://www.offthefloorpgh.org) for items that the items they try to keep in stock. **Mattresses are an additional charge of 50.00 each. If they do not have items in stock, they will not be able to deliver it to your client.**

**Comments:**

**Please add any pertinent information regarding additional address details, client communication, children or adults who work from home.**