



REALTOR® - HABITAT PARTNERSHIP FOR GULF COAST RECOVERY

OPERATION HOME DELIVERY

REALTORS® RELIEF FOUNDATION (RRF)

Process for Collection & Remittance of Contributions for the Operation Home Delivery (OHD) Program:

State/Region Responsibilities:

- Collect and submit bundled checks made payable to the "REALTORS® Relief Foundation".
- To expedite the processing of all donor funds, an electronic download of your donor information will greatly facilitate getting the data into our RRF tracking database and credited to your state/region. We ask that you list the individual donor information, using the REALTORS® Relief Foundation donor template form we are providing (see attached template).
- On the date you mail the checks, please attach the completed donor form as an .xls attachment and email to: rrf@realtors.org
- Send the bundled checks, along with this completed form, to:

REALTORS® Relief Foundation
Attn: NAR Finance
430 N. Michigan Avenue
Chicago, IL 60611

The REALTORS® Relief Foundation (RRF) has committed \$5,000 to each state and territory's home. In addition, the RRF staff liaison will perform the following functions:

- Track contributions received from each State/Region for the Operation Home Delivery program
- Communicate the amount of funding submitted by each State/Region to NAR Housing Opportunity Program (HOP) staff who will work with Habitat for Humanity to implement the build
- Submit the State/Region funding and \$5,000 from RRF to a designated fund at Habitat for Humanity
- At year end, issue an IRS required receipt of contribution acknowledgement letter to all contributors who donate \$250 or more.

Submitted By:

Name of Association: _____

Contact Person: _____

Phone Number: _____

Email address: _____

Date: _____