Florida Hardest-Hit Fund Tablecloth & Sign Request Form

Return completed/signed form to: Cecka Rose Green, cecka.green@floridahousing.org or fax to (850) 488-9809.

A. Agency Name:_____ Today's Date: _____

B. Mailing address: _____ City: _____ State: ____ Zip: _____

C. Phone number: (_____) _____Fax number: (_____) _____

D. Contact person: _____

E. E-mail address: _____

F. Signature:_____ Print name: _____

By signing in the above space, the Advisor Agency agrees to comply with the Agreement

This form serves as a request for the Advisor Agency listed above to receive one (1) 29"x96" Florida HHF tablecloth and one (1) 24"x18"display sign. By signing this form, the requestor agrees to the following conditions of use for these items:

1. The tablecloth and display sign are the property of Florida Housing Finance Corporation, located at 227 N. Bronough Street, Ste. 5000, Tallahassee, FL 32301, and are on loan to the above listed Advisor Agency for the express purposes of marketing and outreach efforts on behalf of the Florida Hardest-Hit Fund Program.
2. Each Advisor Agency or branch of an Advisor Agency will receive only one tablecloth and one sign upon submitting this signed request form; if for some reason these items are lost, damaged or otherwise defaced, the Advisor Agency will be responsible financially to replace each affected item at a cost of $240 for the tablecloth and $20 for the display sign. The Advisor Agency will be invoiced for the item(s) to be replaced, which must be paid before a replacement is sent.
3. The above listed Advisor Agency agrees to surrender both the tablecloth and display sign upon voluntary or involuntary separation from the Florida Hardest-Hit Fund Program and will return both items to Florida Housing Finance Corporation upon request. If the items are not replaced, or are lost, damaged or otherwise defaced, the Advisor Agency will be responsible financially to replace each affected item at a cost of $240 for the tablecloth and $20 for the display sign. The Advisor Agency will be invoiced for the item(s) to be replaced, or the cost to replace the items may be deducted from the Agency's final payment from the HHF Program.
4. The tablecloth and sign should not be left at any locations for extended periods of time without Advisor Agency staff being present and actively engaged in outreach activities for the HHF program.

***********For Florida HHF Staff Use ONLY**********

Approved by: _____ Date: _____

Materials sent by: _____ Date sent: _____

Staple copy of FEDEX label to this form