



Neighbor-to-Neighbor Program

In this approach, any Methodist Church in the North Carolina Conference can present a case (family) to MERCI. If the church will do the basic casework (forms provided) and will provide the labor, MERCI will provide up to \$3,000 worth of building materials*. It is the intent that a church in the local community of the family needing assistance, will commit to providing the 'complete' assistance necessary to facilitate the repairs to the home.

In your selection, we recommend based on past experience that you considering basic guidelines for homes being "safe, sanitary, and secure." In other words, are roofs non-leaking, are doors and windows secure and watertight, are all electrical and plumbing fixtures working properly, is the outside able to protect the inside? Function and accessibility should take priority over appearance.

As a United Methodist church, it is not necessary to fill out the entire 'Family Application'. At a minimum, you need to fill out and forward to MERCI page one of the application, the Responsibility Acceptance form and the 'Construction Take-off'. However, in order to provide accurate and detailed statistics, the complete application would be appreciated. The forms are required before MERCI approval can be given and materials allocated for the project.** The remainder of the forms can be completed and returned at a later date.

Completion of one project is required before beginning another. A copy of the signed release form is to be turned into MERCI.

If you have any questions, please call us at the above number.

Jim Huskins
Program Manager

**Please try to hold your repair cost to \$3,000 per house and \$1,500 per mobile home. Estimates over this amount will require re-assessment by MERCI staff. If additional materials are necessary on site, they must be ordered through MERCI in order to be paid for by MERCI.*

***Please send materials list to MERCI. All materials must be approved by MERCI staff and invoiced to MERCI.*

Neighbor to Neighbor
Responsibility Acceptance Form

Name of Family _____
Address _____
C/S/Z _____

Name of Sponsoring Church _____
Pastor _____
Project Coordinator _____

This church and the above named persons agree to assume full responsibility for the selection of the family on whose home we will work on through the Neighbor to Neighbor program through the MERCI. We understand that MERCI will provide necessary building materials and the above church will provide necessary casework, labor, and construction supervision.

Signed _____ Date _____ Phone _____
Pastor

Signed _____ Date _____ Phone _____
Project coordinator



676 Community Drive
 Goldsboro, North Carolina 27530
 888-440-9167 919-739-9167
 FAX: 919-739-9124

Family Application

DATE OF INTERVIEW: _____ INTERVIEWER: _____ REFERRAL: _____

Category of need: Disaster ☺ # _____ ; Non-Disaster ☺

CONTACT INFORMATION

Address: _____
 Street Address City State Zip Code

 Mailing Address City State Zip Code

Phone Number(s): Home _____ Work _____ Other Contact #s _____

Type of home: frame ☺ modular ☺ mobile home ☺ rent ☺ own ☺

HOUSEHOLD INFORMATION

Last Name	First Name	Age	Sex	SSN	Income Code	Work Code	Relationship Code

Income Codes: 1. Employed; 2. Social Security; 3. Pension; 4. Disability; 5. Public Assistance; 6. Other
Work Codes: E. Employed; PT. Part-time employed; U. Unemployed; R. Retired; D. Disabled; S. Student; O. Other
Relationship Codes: HH – Head of Household, SP – Spouse, Dau – Daughter, Son – Son, SS – Step son, SD – Step Daughter, IL – In Law, GD- Granddaughter, GS – Grandson, M – Mother, F – Father, GM – Grandmother, GF - Grandfather

SPECIAL MEDICAL/PHYSICAL CONCERNS

CHECKLIST

- Disclosure Signed
- Release of Confidentiality Signed
- Lifetime rights (if applies)
- Access to Property signed
- Copy of Deed/Mortgage provided



Disaster Response

Rural Affordable Housing

Connectional Ministries

Statement of Understanding
For Access to Property

(I/We) indicated by (my/our) signature(s) below, (am/are) the home owner(s) of the property indicated below. (I/We) give permission to the employees and/or associates of the organization indicated above and its affiliated members to work on (my/our) property for the purpose of making repairs to (my/our) home.

(I/We) understand that the above organization and affiliates carry insurance for the persons who are on assignment and that coverage is limited to work-related accidents. (I/We) understand that said organization and its affiliates do not have insurance coverage for protection against legal claims or liability damage suites that might arise in their work on (my/our) home and property. Therefore, in consideration of the services rendered, or to be rendered, on the premises indicated below, (I/We) hereby waive any and all claims or demands that may arise or accrue to (me/us), growing out of any action or omissions by said organization and/or any of its members or helpers in rendering such service and specifically covenant not to sue it or them for any of said act or omissions.

Head of Household (signature)

Spouse (signature)

Identification #/Type

Identification #/Type

Address

City/State/Zip



676 Community Dr
Goldsboro, NC 27530
888-440-9167
merci@nccumc.org

Disaster Response

Rural Affordable Housing

Connectional Ministries

MEDIA RELEASE (optional)

I hereby grant to the Marion Edwards Recovery Center Initiatives (MERCY), its legal representatives and associates, those for whom MERCY is acting and those acting with authority and permission of MERCY, the irrevocable and unrestricted right and permission of copyright, use, re-use, publish, and re-publish any and all forms of media of my heirs, property, and myself or in which I, my heirs, or property may be included, in whole or in part, or composite, without restriction as to changes or alterations, in conjunction with my name, the names of my heirs, location and description of my property for the purpose of providing assistance of any type to me, my heirs, and property.

I hereby waive any right that I may have to inspect or approve the finished media product and the promotional copy or other matter that may be issued in conjunction there with or the use to which it may be applied.

I hereby warrant that I am full age and have the right to contract for heirs, my property, and me. I have read the above authorization, release and agreement, prior to its execution, and I am fully familiar with the contents thereof. This release shall be binding upon me, my heirs, property and legal representatives and assigns.

Signed: _____ Date: _____

Address: _____

Witness by: _____

MERCI WAREHOUSE
Material Assessment Cost

Date: _____
Job #: _____
Job Name: _____
Job Address: _____

QTY **UNIT** **DESCRIPTION** **COST**

DRYWALL:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ROOFING:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIDING:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MERCI WAREHOUSE
Material Assessment Cost

Date: _____
Job #: _____
Job Name: _____
Job Address: _____

QTY **UNIT** **DESCRIPTION** **COST**

DOORS/WINDOWS:

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>COST</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TRIM/BASE:

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>COST</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PAINT/CAULKING:

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>COST</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MERCI WAREHOUSE
Material Assessment Cost

Date: _____
Job #: _____
Job Name: _____
Job Address: _____

QTY **UNIT** **DESCRIPTION** **COST**

FIXTURES:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VINYL/CARPET:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MISCELLANEOUS:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Marion Edwards Recovery Center Initiatives

676 Community Dr
Goldsboro, NC 27530
888-440-9167
merci@nccumc.org

Disaster Response

Rural Affordable Housing

Mission Support

The Marion Edwards Recovery Center Initiatives does hereby agree to assist you with the repairing/rebuilding of your residence by the provision of volunteer labor and possible use of donated supplies, subject to your waiving any claims or right to sue against the afore named church, its representatives or agents or volunteers for damage to the residence resulting from the access to the property and volunteer workmanship.

MERCY has estimated the cost of materials to repair/rebuild the residence is \$ _____ and below is the option, which you and the local church have agreed upon.

1. MERCY will provide **materials (if available) and labor** to assist with the repairing/rebuilding of your home. All unused funds and/or materials provided by MERCY remain the property of MERCY.
2. You will provide \$ _____ in funds to assist in the repairing/rebuilding of your home.

You agree you have disclosed all personal funds you may have and financial assistance you have or will receive from any source, including but not limited to, federal or state agencies, insurance payments, FEMA grants, SBA loans, assistance from the American Red Cross or its agencies, private flood relief agencies, etc. for the purpose of repairing/rebuilding the residence.

The afore-named church does hereby agree that all work performed will be in accordance with all applicable state, county or municipal building codes.

You do hereby acknowledge that the repairing/rebuilding will be accomplished in whole or part by volunteer labor, which may not be capable of performing in accordance with a time schedule or to any exact specifications. You further acknowledge that the volunteers may or may not be skilled labor and, therefore, neither the afore named church nor any volunteer makes any warranty or representation whether by contract or otherwise (except as to compliance with code requirements) as to the quality of the materials or workmanship or that the recovery plan will restore the residence to more suitable living environment. Therefore, you do hereby waive any and all claims that may arise or accrue against the afore named church or any volunteer arising from the afore named church and its representatives or volunteers entering in or on the residence and performing work as part of the work plan or work otherwise deemed necessary by the afore named church. You do hereby specifically covenant not to sue the afore named church and its representatives or volunteers for any acts or omissions in performing the work plan.

You should read the contents of this letter very carefully, and, if you agree with the terms and conditions set forth in this letter, please sign where indicated below and keep one copy of this letter for your records and give the original to the afore named church.



676 Community Dr
Goldsboro, NC 27530
888-440-9167
merci@nccumc.org

Disaster Response

Rural Affordable Housing

Mission Support

ACCEPTANCE OF HOUSE AND RELEASE FROM CONTRACT

By the signing of this document, I do hereby release the North Carolina Conference of the United Methodist Church and its organization, MERCI, from any further responsibility for the repairs and/or construction of my residence.

I do hereby indicate that I am satisfied with the quality and craftsmanship of the work performed on my home. I further acknowledge the United Methodist Church and its organization, MERCI, has completed and fulfilled all contracts and obligations to me at the residence indicated.

Address of residence repaired/rebuilt:

Signature of homeowner(s)

Date

Signature of Project Coordinator

Number of Volunteers that worked on this project: _____

Number of Volunteers hours for this project: _____



676 Community Dr
Goldsboro, NC 27530
888-440-9167
merci@nccumc.org

Disaster Response

Rural Affordable Housing

Mission Support

CHANGE ORDER REQUEST

This agreement is entered into this date: _____

This is an agreement between the undersigned homeowner and MERCI representative to approve or carry out work that is substantially different than the original construction contract dated _____. Both parties understand that the requested changes, as specified below, may alter the project’s price and schedule. It is also understood that any differences in estimated costs due to this change order will be accounted for in the regular payment schedule.

In the event that the cost is beyond the currently established contract limits, the homeowner agrees to pay the difference in cost altered by this change order.

Contractor will coordinate and make necessary arrangements for the following work:

Total labor and material costs: _____ (add/deduct)

Does change affect schedule? Yes No

New estimated completion date: _____

Approved: _____
Homeowner Date

Approved: _____
MERCY representative Date

Witness Date

LIFETIME RIGHT/LIFE ESTATE AGREEMENT

To Whom It May Concern:

I/We,

_____, hereby give

_____ lifetime rights to the property on which his/her home is currently located. The physical address for this property is

_____ The above-mentioned parcel is a portion of Parcel ID Number _____ as identified in the Title, Book _____ Page _____ filed with the Register of Deeds. This agreement must also be filed at the Register of Deeds Office in _____ County.

Grantors

Witness(es)

I, the undersigned, a Notary Public for _____ County and State of _____ do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, _____.

(SEAL)

Notary Public

My commission expires _____



Marion Edwards Recovery Center Initiatives

676 Community Dr
Goldsboro, NC 27530
888-440-9167
merci@nccumc.org

Disaster Response

Rural Affordable Housing

Mission Support

Demolition Agreement

Homeowner's name: _____

Address: _____

C/S/Z: _____

Telephone #: _____

This agreement is made and entered into this _____ day of _____ in the year of _____ by and between, _____, hereafter called the Owner(s) and the Marion Edwards Recovery Center Initiatives, hereafter called MERCI.

By signature(s) below, the Owner(s) attest and affirm legal authority to enter into this agreement and authority to authorize and duly execute this agreement.

The Owner(s) give permission to MERCI, its affiliates, contractors and/or subcontractors acting on behalf of MERCI, full and complete access to the property indicated above for the sole purpose of the demolition of the Owner(s) home on the property indicated.

MERCI agrees to furnish all necessary labor: materials, machinery, tools, apparatus, and transportation and other facilities necessary to complete the demolition and clearance of the property indicated.

Demolition to include:

1. Demolition and removal of main living structure.
2. Removal of all unused concrete, slabs, footers, and walkways associated with the main living structure.
3. Method of destruction will be determined by MERCI.
4. All material becomes the property of MERCI, which may salvage and sell any structure, component or material.

Signed: _____ Date: _____
owner

Signed: _____ Date: _____
owner

Signed: _____ Date: _____
MERCY representative