



# Helping Families in Need Society

Warehouse: 1679 Gilmore Avenue, Burnaby, BC  
Office: 4095 1st Avenue, Burnaby, BC V5C 3W5  
Tel: 604-294-3087 24 hrs www.helpingfamiliesinneed.org

## NEW 2022 REFERRAL FORM

Form valid only in 2022. See our website for a current form.

**IMPORTANT**



DATE EMAILED \_\_\_\_\_

### **BY APPOINTMENT ONLY PLEASE GIVE A COPY OF THIS COMPLETED FORM TO YOUR CLIENT**

A support worker/translator must accompany non English speaking referrals.

One family (**maximum 2 people**) per agency per night. **NO EXCEPTIONS. NO CHILDREN UNDER 16**

**AGENCY TO EMAIL THIS FORM TO** hfins@telus.net to get an appointment day & time. **Please include your client's name on the subject line.** Be sure to let us know if your client will pick up the furniture or if they want to use our drop off service. We will quote the donation required for the drop off when you get the date and time for their appointment.

Referring Agency \_\_\_\_\_

Support Worker \_\_\_\_\_ Your Email \_\_\_\_\_

Your client's Name \_\_\_\_\_

Client's Phone # \_\_\_\_\_ How many in the family/home? Children  Adults

Address \_\_\_\_\_  
(where the furniture will be used)

**FURNITURE DROP OFF REQUIRED?** NO  YES  **COST TO DROP OFF** \_\_\_\_\_

Email to hfins@telus.net to get the cost of the drop off fee to the area where your client resides. Please note that we drop off only 11am - 3pm the following day and do not enter homes, apartments or elevators. Your client will need to have help to get the furniture in to their home.

Furniture **MUST** be removed on the night that it is selected. Exception DROP OFFS which are done the next day.

**APPOINTMENT DATE** \_\_\_\_\_ **Time 4pm** *We will fill in the date.*

**STREET PARKING ONLY** **Maximum 2 people to be present per referral.**

**NO WASHROOMS** **NO CHILDREN/BABIES UNDER 16 YEARS PERMITTED ON OUR PROPERTY**

### **IMPORTANT WHAT YOUR CLIENT **MUST** BRING TO THEIR APPOINTMENT**

**WHERE TO COME**  
1679 Gilmore Ave  
3 blocks north  
of the Gilmore  
Skytrain Station  
(on the east side of  
our building)

- This **Completed** Referral Form **HARD COPY (not in your phone).**
- PHOTO ID
- Something **other than** this referral form with your current address on it. This address **MUST** match the address on this referral form. ie: hydro or phone bill, rent receipt (*address can be in your phone*)
- Non-refundable **\$20** registration fee - *Cash or Ministry Cheque only*
- Drop off payment (if required) cash (**exact change**) or Ministry cheque