

Central Minnesota Habitat for Humanity In-Kind Donation Agreement

We appreciate your support! For Central Minnesota Habitat for Humanity's auditing purposes, we need to keep track of the value of discounted and donated materials and/or professional services. These are referred to as **In-kind** donations. As a company working with Habitat, we need information from you in regard to our effort to accurately record all **In-kind** donations. Please take a moment to complete this form. Thanks!

- **Please complete and sign this form and mail it to our office at: CMHFH, 777 Lincoln Avenue Northeast, St. Cloud, MN 56304.**
- In-Kind Agreements are subject to final approval by Central Minnesota Habitat for Humanity. **When accepted an approved copy will be sent back to you for your records.**
- When services are completed and/or materials delivered, please submit an invoice within 15 days. CMHFH will not be responsible for services/products charges after 30 days.
- By signing this form Trades professionals agree to the terms listed within the "Addendum".

Date: _____ Habitat Project: _____

Business Name: _____ Business Contact _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Discounted Materials/Labor:

Materials/Labor Provided for Habitat Home	Estimated Value of Discounted Materials/Labor	Amount to Be Paid By Habitat
<i>Example: Storm Door Installed</i>	<i>229.00</i>	<i>189.00</i>
		<i>40.00</i>

Donated Materials/Labor:

Materials/Labor for Habitat Home	Estimated Value of Donated Materials/Labor
<i>Example: Window Installation</i>	<i>400.00</i>
	<i>400.00</i>

Signatures:

Donor

CMHFH Representative

For tracking purposes for our Thrivent Builds grant please check this box if you are a Lutheran and/or Thrivent member.

CMHFH Executive Director _____

Thank you for your support of Central MN Habitat for Humanity!

**ADDENDUM TO
Central Minnesota Habitat for Humanity
IN-KIND DONATION AGREEMENT**

Addendum to: Central Minnesota Habitat for Humanity "In Kind Donation Agreement"

The following shall outline the terms of the agreement between the parties listed upon the In Kind Donation Agreement form.

1. Vendors shall adhere to the terms of this agreement without prejudice to other CMHFH affiliates, vendors, suppliers, or source.
2. Vendors, suppliers, and trades professionals are responsible for communicating with the CMHFH construction manager as it relates to bidding, estimating, materials, project scheduling, work stoppages, material shortages, etc.
3. CMHFH will provide vendors and trades professionals with project specifications, drawings, and any other construction related information as needed.
4. Change orders will be directed only through the CMHFH Construction Manager. Any change, addition, or deletion made without an authorized change order will be at the expense of the vendor, material supplier, or trades professional.
5. Heating system shall be capable of producing an inside temperature of 70 degrees as measured in the center of each room at a height of five feet above the floor, under local outdoor winter design conditions as specified in the ASHRAE handbook. Federal, state or local energy codes shall supersede this standard where such codes have been locally adopted.
6. Plumbing will meet current codes and installer shall repair or correct any drain, waste and water pipes if failure is the result of defective workmanship or materials.
7. Electrical fixtures, locations, smoke and carbon monoxide detectors, or any special needs per design, installation per code.
8. Vendors and suppliers agree to be listed in a "Owners Maintenance Manual" for future reference and service needs of the home owner
9. Trades professionals are responsible for securing all permit required. Trades professional are responsible for the fees with associated permits. These costs should be calculated in the estimate or bid.
10. All brochures, manuals, service documents will be given to the CMHFH Construction Manager to be secured for the project homeowner.
11. Trades professionals shall deliver to Central Minnesota Habitat for Humanity a current Certificate of Insurance listing Central Minnesota Habitat for Humanity as the certificate holder. We require cancellation notification on the certificate. The certificate must be on file prior to the commencement of any work.
12. Material Suppliers, vendors and trades professionals will submit prompt billing to CMHFH within 30 days of material deliver and or services rendered. Any invoices received after 30 from completion of work may be subject to review of the construction committee to determine action. Any invoice not submitted within 60 days of completion of work will not be paid.
13. Cause for action; Failure of the vendor to perform to the specifications of this agreement may be cause for CMHFH to hire, at the expense the vendor listed in this agreement, to complete the stipulate services. Notice will be served 10 days prior to this action.