



## Minimum Qualifications to Request Assistance

Applicants must be a member of the St. Charles REALTOR® family (REALTOR® Members, affiliate members or member support staff) prior to the disaster and whose primary residence has sustained serious physical and/or structural damage.

## How to Apply for Relief Assistance

Attach the following:

***Application for St. Charles REALTORS® Housing Foundation Request for Assistance, completed in its entirety, must include appropriate signatures and be accompanied by:***

- a. Color photos showing damage (digital preferred)
- b. A description of damage to the residence, insurance company and deductible information and/or a written assessment from your insurance company.
- c. Qualifying repair receipts to date and any additional information which may assist with describing your disaster and subsequent damage.

## Instructions for Application Completion

The below correspond with the numbering on the application. **If you have any questions regarding completion of the application, contact us at 636-946-4022 or [gwen@stcharlesrealtors.com](mailto:gwen@stcharlesrealtors.com).**

- 1-4) Complete your business and membership information.
- 5-6) Signature of applicant seeking assistance and their broker or manager signature.
- 7) Check appropriate boxes to indicate residence, rent or own and applied for assistance with Missouri.
- 8) Note date and type of disaster. Answer the question concerning anonymously utilizing your images.
- 9) Describe the damage that is shown in the photographs.
- 10) Note name of insurance company and deductible amount.
- 11) Note the physical address of the damaged property you are applying for assistance.
- 12) DO NOT WRITE IN THIS AREA.

Send completed application and noted documentation to: **Gwen Walters, [gwen@stcharlesrealtors.com](mailto:gwen@stcharlesrealtors.com)** or 110 Point West Blvd, St. Charles, MO 63301. Questions: 636-946-4022.

**APPLICATION FOR ST. CHARLES REALTORS® HOUSING FOUNDATION REQUEST FOR ASSISTANCE**

1) Applicant's Name: \_\_\_\_\_

2) Real Estate Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3) Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

4) E-mail address: \_\_\_\_\_

5) Applicant Signature: \_\_\_\_\_

6) Broker/Manager Signature: \_\_\_\_\_

**7) Damaged Property**

Is this request for your personal residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the property owned or rented? Own \_\_\_\_\_ Rent \_\_\_\_\_

Have you applied for the MISSOURI REALTORS® Relief Fund Assistance? Yes \_\_\_\_\_ No \_\_\_\_\_

**8) Disaster Type & Images**

Date of disaster: \_\_\_\_\_ Type of Disaster: \_\_\_\_\_

Do we have your permission to use your images? Yes \_\_\_\_\_ No \_\_\_\_\_

**9) Describe damage:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required Attachments: **Photos showing damage, Contractor estimates, and/or Insurance Adjustor Assessment**

**10) Insurance Coverage**

Insurance Company Name: \_\_\_\_\_ Total Deductible Amount: \$ \_\_\_\_\_

**11) Address of Damage:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send completed application and noted documentation to: Gwen Walters, [gwen@stcharlesrealtors.com](mailto:gwen@stcharlesrealtors.com) or 110 Point West Blvd, St. Charles, MO 63301. Questions: 636-946-4022.

**12) THIS SECTION FOR OFFICE USE ONLY**

Remarks:



Approved? Yes \_\_\_\_\_ No \_\_\_\_\_ Check #: \_\_\_\_\_ Amount \$ \_\_\_\_\_