

**HARP - Home Assistance Repair Program**  
**REQUEST FOR WORK**

Today's Date \_\_\_\_\_

Homeowner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**WORK REQUESTED** (no more than 3 items per request, please)

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**Request Process**

After you have submitted a Request for Work form the following steps will take place:

- Your form will be reviewed. If additional information is needed you will be contacted by phone.
- The scope of work for your project will be determined and the Intake Coordinator will contact you to schedule a convenient time to assess the work to be performed.
- Necessary supplies and volunteer workers will be obtained.
- Work will be completed within 30 days of the work-assigned date.
- Upon completion of the work, you will be given a survey card to make comments on work done.

**Questions?** Please contact Jennifer Furlong - 248.581.2712 or [hwcares@hwmi.org](mailto:hwcares@hwmi.org)