



NANAIMO WOMEN HELPING WOMEN

HOUSING ESSENTIALS REQUEST FORM

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PLEASE PRINT OR TYPE CLEARLY

To be completed by the referring agency in conjunction with the client.

Please fill out this form and email to nanaimowomenhelpingwomen@gmail.com

Referring Organization

Date of Referral ____ / ____ / ____

Name of Organization	Staff Contact Phone Number
FULL NAME of Staff Contact	Staff Contact Email Address

Client Information

FIRST Name of Client	LAST Name Initial of Client
Contact Number	Move in Date
Moving from:	Moving to:
Can this phone number receive text messages? YES NO	

BEDROOM

- | | |
|---|--|
| <input type="checkbox"/> BEDFRAME
<i>Please circle one:</i>
KING QUEEN DOUBLE TWIN | <input type="checkbox"/> DRESSER(S)
<i>Quantity</i> ____ |
| <input type="checkbox"/> BOXFRAME
<i>Please circle one:</i>
KING QUEEN DOUBLE TWIN | <input type="checkbox"/> CLOTHESHANGERS |
| <input type="checkbox"/> MATTRESS
<i>Please circle one:</i>
KING QUEEN DOUBLE TWIN | <input type="checkbox"/> PILLOWS |
| <input type="checkbox"/> MATTRESS PAD
<i>Please circle one:</i>
KING QUEEN DOUBLE TWIN | <input type="checkbox"/> BLANKETS |
| | <input type="checkbox"/> SHEETS
<i>Please circle one:</i>
KING QUEEN DOUBLE TWIN |
| | <input type="checkbox"/> COMFORTER
<i>Please circle one:</i>
KING QUEEN DOUBLE TWIN |

LAUNDRY ROOM

- ☐ DRYER SHEETS/BALLS
- ☐ LAUNDRY BASKET
- ☐ LAUNDRY DETERGENT

LIVING ROOM

- | | |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> COFFEE TABLE | <input type="checkbox"/> TV |
| <input type="checkbox"/> SIDE TABLE | <input type="checkbox"/> TV STAND |
| <input type="checkbox"/> SOFA | |



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KITCHEN

- | | |
|---|--|
| <input type="checkbox"/> MEASURING SPOONS | <input type="checkbox"/> ALUMINUM FOIL |
| <input type="checkbox"/> MEASURING CUPS | <input type="checkbox"/> PLASTIC WRAP |
| <input type="checkbox"/> MICROWAVE | <input type="checkbox"/> BLENDER |
| <input type="checkbox"/> MIXING BOWLS | <input type="checkbox"/> CAN OPENER |
| <input type="checkbox"/> OVEN MITTS | <input type="checkbox"/> COFFEE MAKER |
| <input type="checkbox"/> STRAINER | <input type="checkbox"/> COOKIE SHEETS |
| <input type="checkbox"/> DISHES | <input type="checkbox"/> GLASSES |
| <input type="checkbox"/> POTS AND PANS | <input type="checkbox"/> MUGS |
| <input type="checkbox"/> SALT AND PEPPER SHAKER | <input type="checkbox"/> DISH SOAP |
| <input type="checkbox"/> KITCHEN UTENSILS | <input type="checkbox"/> DISH TOWELS |
| <input type="checkbox"/> TOASTER | <input type="checkbox"/> CUTLERY |
| <input type="checkbox"/> KETTLE | <input type="checkbox"/> TUPPERWARE |
| <input type="checkbox"/> CUTTING BOARDS | <input type="checkbox"/> TABLE |
| <input type="checkbox"/> TRASH CAN | <input type="checkbox"/> CHAIRS |
| <input type="checkbox"/> TRASH CAN BAGS | <input type="checkbox"/> ZIPLOC |
| <input type="checkbox"/> VEGETABLE PEELER | |

BATHROOM

- ☐ BATH TOWELS
- ☐ HAND TOWELS
- ☐ WASHCLOTHS
- ☐ PAPER TOWELS
- ☐ SPONGES
- ☐ BROOM & DUSTPAN
- ☐ RUBBER GLOVES
- ☐ WINDOW & MIRROR CLEANER
- ☐ PLUNGER
- ☐ SHOWER CURTAIN HOOKS
- ☐ SHOWER CURTAIN
- ☐ SOAP DISPENSER
- ☐ TOILET PAPER
- ☐ TISSUE PAPER
- ☐ TRASH CAN

ADDITIONAL REQUESTS NOT LISTED:

ADDITIONAL NOTES:



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Does the MOVING FROM address require unique access? (i.e. Entry buzzer, gated access, etc.) YES / NO
If yes, please explain

Does the MOVING TO address require unique access? (i.e. Entry buzzer, gated access, etc.) YES / NO
If yes, please explain

Does either the MOVING FROM or MOVING TO address require the mover to navigate stairs? YES / NO
If yes, please clarify how many flights

Are there any animals on site that will be included in the moving process? YES / NO
If yes, please clarify

Please note: It is the client's responsibility to ensure animals are under control at all times during the move.

Are there any safety concerns? YES / NO
If yes, please explain

Do you need an RCMP escort? YES / NO
If yes, please explain

Do you have any personal help on the day of the move to help load and unload items? YES / NO
If yes, please explain
