



Building Materials Resource Center

100 Terrace Street
Roxbury, MA 02120

Phone: 617.442.8917
Fax: 617.427.2491

For staff use:

Member name: _____

Date joined: _____

Applicant Name (1): _____

Applicant Name (2): _____

Non-Profit Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (home): _____ E-mail: _____

Phone (work): _____ Cell phone: _____

- Yes, I have been a previous member of the **BMRC**.
- Yes, I am a current or past member of the Boston Building Materials Co-op.

How did you hear about the **BMRC**? _____

<p>Application for:</p> <p><input type="checkbox"/> Family/Individual</p> <p><input type="checkbox"/> Non-Profit Org.</p> <hr/> <p><input type="checkbox"/> Homeowner</p> <p><input type="checkbox"/> Renter</p>

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In order to provide information to our funding sources, we need the following information about our customers. This information is strictly optional and will not be used for any other purposes. Thank you.

- African American Anglo-American (white) Asian-American
- Latino-American Native American Other _____
- Female head-of-household

All individuals and families who meet low and moderate income guidelines are eligible to purchase materials at the **BMRC** at a steep discount. Applicants must pay a \$10 registration fee and submit an up-to-date income tax form to certify eligibility. By May 15 each year, eligibility must be renewed. It is the responsibility of the customer to provide the **BMRC** with any changes in income status.

Building Materials Resource Center Buying Policies

The BMRC is a cash-and-carry operation. Items in the BMRC warehouse must be paid for in full and taken away at the time of purchase;

The BMRC recognizes that customers are not always able to take larger items with them at the time of purchase. To ease this problem, the BMRC has adopted the following deposit policy:

- BMRC customers may put a 50% deposit down on the following larger items: cabinet sets of 4 or more pieces, double doors, windows measuring 3'W x 6'H or larger, bathtubs, bathroom vanities measuring 3'W or larger;
- These items must be paid for in full and taken away by 1:00pm the following Saturday (even if you put a deposit on an item on Friday afternoon);
- In fairness to our other customers, the BMRC will not be able to grant extensions on the pick-up time;
- If you do not pay for and collect your purchase by the designated time, the BMRC will make it available to our other customers and refund your deposit, less a 25% administrative fee. Refunds will be mailed from our administrative office within 10 business days of the intended pick-up date;
- To ease your job of finding a vehicle to pick-up materials, the BMRC has put together a list of truck rental and moving companies. Please ask a staff person for a copy of this list;
- Items that are not on the list of "larger items" are cash-and-carry only;
- The maximum number of items that you may put a deposit on at any one time is two. Please note that a kitchen "set" is considered one item;
- The BMRC has created this deposit policy for your convenience. If, however, a customer puts an item on hold and neglects to pick it up on time, and if he or she does this twice, then he or she will lose the privilege of using the BMRC deposit policy. All future purchases by this individual will be cash-and-carry only;

All sales are final. The BMRC does not accept returns and does not issue store credit;

Materials at the BMRC are purchased as-is, with no warranties or guarantees, stated or implied. Materials may not be altered in any way on BMRC property;

The BMRC requires its customers to renew their "membership" annually. Also, please notify the BMRC of any changes in the information you provided on your application;

Purchasing privileges will be suspended for anyone making purchases for someone other than those listed on the application;

The BMRC accepts cash, checks, MasterCard and Visa;

The BMRC is a self-service warehouse. The BMRC is a small operation with a small staff. Please bring tools for measuring and people to help load your purchases into your vehicle;

Children are discouraged from entering the warehouse. If you do bring children, please supervise them at all times;

There is no smoking, alcohol or drugs allowed on the premises at any time.

The BMRC reserves the right to change these buying policies at any time.

Signature

Date

BMRC Staff Initials