



BERKELEY ELECTRIC TRUST

P.O. Box 1234 | Moncks Corner, SC 29461
843-761-8200 | OperationRoundup@bec.coop

You must have an active account in your name to apply for assistance.

Name _____

Account Number _____

All blanks must be filled out with your most current and accurate information. The application must be signed, and the following items need to be attached to your application for your request to be considered.

Incomplete applications will not be accepted.

- You must list all household members' income (salary, alimony, child support, AFDC, SSI, food stamps, and all other sources of income). **Attach documents to confirm the income.**
- For home repairs, attach the following:
 - A. **Bids from two (2) different contractors** – describing the work they will be doing in detail and material costs. Must include contractor's name, mailing address, and phone number.
 - For heating/air requests, you must submit bids from two (2) licensed heating/air contractors.
 - B. **Photos of the items needing repair** – for example, if roofing repairs are needed, provide photos of the damage on the roof.

The Trust can only approve one (1) application per household in a four-year period, not to exceed \$6,000. If all of your bids exceed the maximum amount, you will be responsible for acquiring additional funding of the difference before any work is started.

_____ I have read and understand the above statement.

- **Attach proof of ownership of house and land.** (Ex: copy of your tax bill or paid receipt or a copy of your title). *If the land/home is heir's property, you will have to get a letter signed by the person in charge of the property, as listed on the tax books, giving you permission to live there for five years or longer and make modifications to the land/home. It will also have to have a notary's signature and seal.*

OFFICE USE ONLY

Received by _____ Date _____ Prior assistance? Y / N _____

Supporting Documents Checklist:

- Verification of all household income (paystubs from most recent month, SSI award letter, SNAP recertification letter, court orders for child support or alimony, etc.)
- Quote #1
- Quote #2
- Proof of ownership of home/land (copy of tax information)

Additional applicant information:

- Approval process may take up to 90 days. If your application is not fully complete, this process will be delayed.
- The Trust Board does not fund projects that are started prior to Board approval.
- The Trust Board meets on the third Thursday of each month. Applications are due by the 25 of each month to be considered the following month. For example, if received on January 25 or before, it will be reviewed at the February meeting ***if the application is complete with all supporting documents***. If the application is received January 26 or after, it will be held and reviewed at the March board meeting.
- A building permit (county or town) may be required for roof repairs, electrical work, or any structural changes made to the home (floor joists, fascia boards, etc.). Please check with the representative assigned to your application to see if you will need one. You will be responsible for obtaining this permit from the County or Town where you reside and submitting a copy to Berkeley Electric Trust prior to any work beginning.

Contractor Information:

- Quote: Your quote must be current and include a detailed description of the project to be completed – along with your name, address, and phone number. If you are awarded the job, please be advised that the check will be made payable to the name listed on the quote. ***Bids older than 90 days from the date the application is submitted will not be accepted.***
- Payment: After the project is completed as outlined in the quote submitted, we will have the payment available for pick-up at our Moncks Corner office. We can also mail the check to you at the address provided, if you prefer. The Trust Board representative and homeowner must inspect the completed project before payment is released.
- Approval: Please do not begin any work until a Berkeley Electric Trust Board representative has authorized you to do so. The Trust Board will not pay for any work that you begin before you are awarded the job.
- A DHEC permit is required for installation/any work done to a well or septic system.

If you have any questions, please call (843) 761-8200.



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Application for donation: Individual and/or family

1. Name _____
Last First Middle Age

2. Names of other household members:
Last name First Middle Relationship Age

A. _____

B. _____

C. _____

3. Address: _____
Street name PO Box (if applicable)

City State Zip code

4. Phone number: _____
Home/Cell Work

5. Employer of those listed in items 1 and 2: List additional information on separate page and attach, if needed.

1. _____
Name Address

Supervisor Phone

2. _____
Name Address

Supervisor Phone

6. Reason for donation request:

MONTHLY EXPENSES / INCOME: Please fill out completely and list all expenses and income (for EVERYONE living in the home) based on **MONTHLY** dollar amounts.

MONTHLY EXPENSES	Dollar Amount	Explanation, if needed
HOUSING: <input type="checkbox"/> Mortgage <input type="checkbox"/> Rent		
FOOD		
ELECTRICITY		
WATER		
SEWER		
PROPANE		
PHONE		
INTERNET		
VEHICLE PAYMENT		
VEHICLE INSURANCE		
MEDICAL INSURANCE		
LIFE INSURANCE		
HOME INSURANCE		
OTHER INSURANCE		
DOCTOR		
HOSPITAL		
MEDICATIONS		
CHARGE ACCOUNT - 1		
CHARGE ACCOUNT - 2		
CHARGE ACCOUNT - 3		
LOAN - 1		
LOAN - 2		
TAXES - Land		
TAXES - Home		
TAXES - Auto		
OTHER EXPENSES - 1		
OTHER EXPENSES - 2		
TOTAL MONTHLY EXPENSES		

MONTHLY INCOME	Dollar Amount	Explanation, if needed
Social Security		
Retirement/Pension		
Disability		
Salary		
Bonus, Tips, Commissions		
Real Estate/Farm Income		
Food Stamps (SNAP)		
Other Income - 1		
Other Income - 2		
TOTAL MONTHLY INCOME		

8. Please list three personal references.

References cannot be a director or employee of Berkeley Electric Cooperative or the Berkeley Electric Trust.

Name Phone

Name Phone

Name Phone

Hold Harmless Indemnification

Applicant does hereby agree to defend and hold harmless Berkeley Electric Trust Inc.; its employees, and its board member from any and all liability regarding any construction, improvements, and/or repairs to applicants' property as a result of any actions performed by a contract utilized by the applicant.

9. Have you ever received Operation Round Up funds from Berkeley Electric Trust?

Yes No

The information contained in this statement is for the purpose of obtaining funding from the Berkeley Electric Trust on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding the grant funding, and each undersigned represents and warrants that the information provided is true and complete and that the Berkeley Electric Trust may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Berkeley Electric Trust is authorized to make all inquiries they deem necessary to verify the statements made herein.

Signature of Applicant

Signature of Spouse (if married)

Date

STATE OF SOUTH CAROLINA)
)
COUNTY OF _____)

HOLD HARMLESS AGREEMENT
AND RELEASE

WHEREAS, Representatives of Berkeley Electric Trust, LLC do enter upon the property of applicants to conduct inspections of the property pursuant to an application for funds to make certain repairs to the property;

WHEREAS, the inspections carry some risk to the Trust Representatives in conducting the inspections, it is therefore

AGREED, that the below signed property owner/applicant does hereby agree to protect and hold harmless the Berkeley Electric Trust, LLC Representatives and take such steps as are necessary to protect the Representatives from injury or exposure to hazardous elements and conditions, it is further

AGREED, that the Representatives shall conduct the inspection in such manner as the Representative, in her/his sole opinion, deems prudent and necessary

Signed this the _____ day of _____, 20__

Signature of Applicant/Property Owner