



Habitat for Humanity

Orange County, NC, Inc.

1829 E. Franklin St. #1200B • Chapel Hill, NC 27514 • 919-932-7077 • www.orangehabitat.org

HABITAT FOR HUMANITY OF ORANGE COUNTY, NC PARTNERSHIP LETTER OF INTENT

The purpose of the Letter of Intent is to establish the partnership between Habitat for Humanity (HHOC) and **Partner Name** (the Partner), to build a home starting in **Month/Year**. In signing this letter, each party intends to make its best effort to complete the following:

1. HHOC will provide a Building Lot for the construction of the Partnership House. HHOC will provide all materials required for construction; all engineering and design support; all interfacing with regulatory/service bodies (i.e. Towns, Orange County, Public Utilities, etc.), including costs; all utility installation in the Partnership House, including electrical work, plumbing, heating, etc.
2. HHOC staff will provide construction management to oversee construction of the Partnership House. HHOC will authorize its construction staff to oversee all orders, expenditures, and labor for the Partnership House.
3. HHOC has selected a family partner, the **Family Name** family. The Partner understands that the family is required, as part of its purchase of the home, to complete before and during the construction of the Partnership House 325 hours of sweat equity on this Partnership House or other Habitat houses.
4. The Partner will select a person to serve as **Volunteer Coordinator** who will work with HHOC's Volunteer Coordinator, Mae McLendon, for overall coordination of all volunteer workers. The Partner will also select a person(s) to serve as a **Family Partner/Dedication Coordinator** who will serve as a liaison with the family throughout the build and coordinate the dedication with Susan Bourner, Director of Partner Relations.
5. The Partner will exert its best effort to provide volunteers for all scheduled workdays for the house. HHOC, at the Partnership's request, will recruit other volunteers to complement the Partnership's volunteers.
6. The Partner will provide **Amount** to be used for the construction of the Partnership House. The Funds can be deposited in up to three installments:

Funds are to be deposited with:
Habitat for Humanity, Orange County, NC, Inc.
1829 E. Franklin Street, Suite 1200B
Chapel Hill, NC 27514

7. HHOC agrees to sell the Partnership House to the family without a profit, without charges for any volunteer labor, and without interest. Principal payments received from the family over the term of the mortgage are "recycled" to build new houses for other families in need.
8. Both the Partnership and HHOC will exert their best efforts to cooperate together to ensure the successful and timely construction of the Partnership House.

THIS LETTER OF INTENT IS ACCEPTED AND AGREED TO:

For Habitat for Humanity, Orange County, NC, Inc.

By: Susan Levy
Executive Director,
Habitat for Humanity of Orange County

Date:

For: **Partner Name**

By:

By:

Date: