



All Adopting Volunteers Should Be Sure To Do The Following:

Sign the Packet Out with NELCDC Staff

- It is important NELCDC has good contact information (NAME, HOME ADDRESS, EMAIL, CONTACT NUMBER), so we can contact adopting volunteers as needed during the month of February 2018 to prepare for the community service day (March 3, 2018). NELCDC will work with volunteers to coordinate the purchase of home repair materials as needed and ensure homeowners are contacted by the adopting group as soon as possible prior to the community service day! We must to keep in touch throughout this process to coordinate the details!

Look Through the Packet!!! Before Leaving with a Packet, Be Sure the Packet Contains the Following:

- Packet Checklist
- Adopt-a-Spot Project Checklist (double-sided)
- Adopt-a-Spot Project Scope/Estimate Sheet (double-sided)
- Inspection Report
- 10-Point Housing Assessment
- Homeowner Survey
- Homeowner Certification and Authorizations Form
- A Picture of the House
- Homeowner's Liability Waiver (must be signed & returned to the NELCDC by 3/1/18)**
- March 3, 2018 Community Service Day Overview

NELCDC Team & Contact Information

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Executive Director

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<http://www.nelcdc.org/adopt-a-spot.html>

NELCDC Office: 1708 Crickets Ave, Lubbock, TX 79401

Located inside the Lubbock Housing Authority (LHA)

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