

# *LAWYERS CLEARINGHOUSE* *on Affordable Housing and Homelessness*

## Application for Assistance

This application is designed to provide the Clearinghouse with enough information about an organization and its legal needs so that an appropriate and effective referral can be made to one of our volunteer attorneys. Follow-up conversations are often needed to supplement the written application. *Making a match between an organization and an attorney generally takes between 2-4 weeks.* There is an application fee of \$75.00 (for start-ups) or \$150.00 (for established nonprofits) due upon making application. This fee will be refunded if we are unable to place your case with a pro bono attorney.

DATE OF APPLICATION: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

TYPE OF ORGANIZATION: Corporation Partnership Limited Liability Partnership  
Nonprofit For Profit

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

How did you hear about the Lawyers Clearinghouse? \_\_\_\_\_

*Please answer the following questions on a separate piece of paper.*

1. Please provide a brief description of your organization and the project for which you seek pro bono assistance.
2. Please describe your legal request in as much detail as possible. Please attach a timeline for the request, and explain any external deadlines that may apply. If your request is related to an affordable housing project, indicate at what stage the project is currently.
3. What other legal assistance, if any, have you had in the past on this project? Has your project previously used the services of the Lawyers Clearinghouse? If so, when did the referral occur, who was the attorney assigned to your case and when did the attorney conclude the work?
4. Is there a line item in your budget for attorney's fees? Have you paid any attorney fees to date in connection with the project? If so, how much and to whom? Why do you need pro bono assistance now?
5. If you have them, please send us copies of the following documents:
  - (a) the mission statement from your Articles of Organization,
  - (b) your project budget and, if available, your organizational budget,
  - (c) your 501(c)(3) determination letter, and
  - (d) a list of your board of directors.

**Please mail or fax this application, any attachments and application fee to:**

**Lawyers Clearinghouse on Affordable Housing and Homelessness**

**16 Beacon Street, Boston MA 02108**

**Phone: 617.778.1954 Fax: 617.778.1955**