**HARTMAN BENEVOLENCE REQUEST OF FUNDS**

**CHARITABLE ORGANIZATIONS**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detailed Description of the organization, and how the funds will be used, etc. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please be prepared to provide further information upon request.

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| --- | --- |
| Amount Requested $  Due Date | 1-time payment (Yes/No) |
| Organization Representative Name/Title  Telephone #  Email | Ongoing payments (Yes/No)- If “yes” describe how often donations are needed |

All applications must be submitted with proper documentation. The documentation submitted with the application/presentation should include the payee/organizations name that should be noted on the check, the account number and the mailing address.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization’s representative) agree that if the benevolence request is approved and monies are paid to me or a third party on my behalf; I will provide a 1-page Statement of Faith and update the company on a Yearly basis on what the money was used for and how it helped the Organization.

I also agree that if I do not uphold my commitment of updating Hartman Income REIT with proper information on a quarterly basis, that it could determine whether Hartman Income REIT will donate to the organization in the future.

I understand that it is my responsibility to contact the company’s office service administrator for additional information and submit proof of monies usage to the office service administrator @ [amendoza@hi-reit.com](mailto:amendoza@hi-reit.com).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Representative Signature & Date