Emergency Relief Fund

Assistance is available from the NADA Foundation's Emergency Relief Fund for dealership employees who have been impacted by natural disasters.

To avoid any delay in processing applications, please read the following instructions on completing the Emergency Relief Application.

1. **PRINT LEGIBLY.** All line items must be completed in their entirety.

2. **DEALER/EMPLOYER INFORMATION:**
   a. Provide full name of dealership and street address, including city, state and Zip code.
   b. Provide full name of dealer or authorized dealership representative and their phone number and email address. Employment verification will be requested.

3. **DEALERSHIP EMPLOYEE INFORMATION:**
   a. Provide full name of employee. If application is approved, check will be made payable to the employee.
   b. Complete home address, including city, state and Zip code, where damages were sustained.

4. **TOTAL NOT COVERED:** Subtract government assistance, other assistance and insurance coverage from the “estimated damages to residence.” If at the time of filing the application, no assistance has been received by the employee, enter -0- in those line items and use the number listed under “estimated damages to residence” in “total not covered.”
   
   **DO NOT** include lost wages/commissions or damages to vehicles. These items are not eligible for assistance.

5. **DESCRIPTION OF DAMAGES:** provide a brief description of the damages sustained to residence. Do not list personal items lost.

6. **SIGNATURES:** Applications without dealer/authorized representative signature **cannot** be processed.

Submit COMPLETE APPLICATIONS to the NADA Foundation by email foundation@nada.org, fax 703.245.5247 or mail 8484 Westpark Drive, Suite 500, Tysons, VA 22102.

The NADA Foundation will mail checks to the dealer/authorized representative to present to the employee on behalf of the Foundation. No checks will be mailed to the employee’s home address.

For more information, call 703.821.7102 or 800.557.6232.
EMERGENCY RELIEF APPLICATION

DEALER/EMPLOYER INFORMATION

Dealership name ___________________________ NADA member# __________________
Address ________________________________________________________________
City __________________________ State ________________ Zip code __________
Dealer/authorized representative name* ___________________________
Phone __________________________ Email ________________________________

DEALERSHIP EMPLOYEE INFORMATION

Check one: ☐ Flood ☐ Hurricane ☐ Tornado ☐ Fire ☐ Other: ___________ ☐ Area declared federal or state disaster area

Name (print legibly) ________________________________________________
Home address _____________________________________________________
City __________________________ State ________________ Zip code __________
Mobile __________________________ Email ______________________________
Position at dealership __________________________ Number of years employed at dealership _________

REQUIRED INFORMATION

Estimated damages to residence $ __________

Total not covered should be limited to damages incurred at applicant’s primary residence.

Government assistance $ __________

Lost wages/commissions or damages to vehicles are not eligible for reimbursement.

Other assistance $ __________

Insurance coverage $ __________

Total not covered $ __________

Description of damages ____________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Employee signature ____________________________

*dealer/authorized representative signature ____________________________

Date __________

*Applications without signature cannot be processed

OFFICE USE ONLY: Emergency Relief Fund: 050-942-718650

Grant ____________________________

NADA Foundation approval ____________________________

Analyst approval ____________________________