

Contractor Application

Name and Contact Details

Contact Person: _____ Date: _____
How did you hear about us: _____
Address: _____ Home Phone: _____
Company Name: _____ Cell Phone: _____
Work Phone: _____ Email: _____
Specialized Field (GC, Plumber, Electric, Roofer, etc): _____

Insurance and License

Are you licensed: Yes No
Are you insured: Yes No Insurance agent contact info: _____
How much coverage: _____ License updated: _____
Contractor License Number: _____

Current Projects and Bidding

How many projects do you have going on right now: _____ In the past year: _____
How many jobs do you typically handle at once: _____
What were the scopes of work: _____
How do you usually bid out your work: _____
Materials and Labor charged together or separate in your bids: _____
Do you give written warranties for your work: _____ How long of a warranty: _____

Sub-Contractors and More Prescreening

Do you use subcontractors: _____ Are they licensed and insured: _____
Who is your electrician: _____ Who is your plumber: _____
Do you belong to the Better Business Bureau or local Chamber of Commerce: _____
Do you have any certificates/licenses regarding the skills you have: _____
Have you ever declared bankruptcy: _____
How often do you communicate with your clients during a job: _____
Do you clean the job site daily: _____
Do you have a problem with signing a lien waiver: _____
How long have you been doing business in the area: _____ How long in business: _____
How many guys on crew full time: _____

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References

Can you provide a list of references; with the names and numbers you have done work for in the past:

1. _____

2. _____

3. _____