

Contractor Application



Name and Contact Details

Contact Person: _____ Date: _____ Lead Source: _____
Address: _____ Home Phone: _____
Company Name: _____ Cell Phone: _____
Specialized Field (GC, Plumber, Electric, Roofer, etc): _____ Work Phone: _____

Email: _____
Contractor License Number: _____

Insurance and Experience

Are you insured: Yes No What type of insurance: _____
How much coverage: _____ License updated: _____
How long have you been doing business in the area: _____ How long running own crew: _____
How many guys on crew full time and part time: _____
How long has your crew been working with you: _____

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: _____

Can I see the work on the most recent jobs: _____
What are the addresses: _____

How do you usually bid out your work: _____

Are 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: _____
List any certificates/licenses you hold for the skills you have: _____

Have you ever declared bankruptcy? If so, why? _____

How often do you communicate with your clients during a job: _____
Do you clean the job site daily: _____

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We require all contractors to sign a lien waiver. Do you agree to that: _____

How do you handle change orders and issues that arise during the job: _____

If you are the General Contractor, how often will you be on the job site: _____

How often do you and your crew take breaks and how long is lunch: _____

We like to run a smoke free work environment outside of breaks and lunch. Would you or your crew have issues with that: _____

If yes, why: _____

Some houses we buy we have tighter timelines than others. Are you and your crew able to work quickly and efficiently and still maintain top quality work: _____

What kind of working schedule do you and your crew maintain during a normal week? That is: What time do you start and leave for the day: Do you work weekends: If we are behind schedule, do you work over to catch up: _____

Where do you store your tools at the end of the workday: _____

What steps do you take to ensure that my property and materials are secure at all times: _____

Have you ever been fired from a job or quit a job before finishing: If so, why and when did this occur: _____

References

Can you provide a list of references; with the names, numbers, and what work you performed:

1. _____

2. _____

3. _____

4. _____

5. _____

What do you expect from me, the homeowner, if I decide to hire you: _____