

Contractor Acceptance Checklist and Questionnaire

Form A



Borrower(s): _____ Date: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

New Construction Remodel

Loan Officer: _____

Phone #: _____ Fax #: _____

Checklist When complete, return this information to Chase		Check Box When Completed
1.	Contractor Questionnaire Fully completed and executed <i>Contractor Questionnaire</i> .	<input type="checkbox"/>
2.	State Contractor's License Copy of valid State Contractor's License, if applicable.	<input type="checkbox"/>
3.	General Liability Insurance Evidence of Commercial General Liability Insurance in the amount of \$1,000,000 or greater.	<input type="checkbox"/>
4.	Contractor's Drivers License Legible copy of Contractor's valid driver's license or photo ID.	<input type="checkbox"/>
5.	W-9 - actual form is located at : http://www.irs.gov/pub/irs-pdf/fw9.pdf Valid, completed W-9 form, if applicable	<input type="checkbox"/>

Comments:

General Information:

Name of Contractor
(exactly as it appears on State Contractor's License): _____

Business Name (including DBA): _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email Address: _____ Cell #: _____

Business Information:

Is your license in good standing?

Yes No - explain on a separate sheet and include with this completed questionnaire.

Have you ever had a Contractor's License revoked?

No Yes - explain on a separate sheet and include with this completed questionnaire.

Indicate if your business is a **Sole Proprietorship** **Partnership** or **Corporation**.

Name: _____ Title: _____ Percent Owned: _____

Name: _____ Title: _____ Percent Owned: _____

Have you, your organization, any officer or partner ever failed to complete a construction contract or failed in a construction related business?

No Yes - explain on a separate sheet and include with this completed questionnaire.

Are you or your organization currently involved in any disputes, lawsuits, judgments, liens or surety claims?

No Yes - explain on a separate sheet and include with this completed questionnaire.

Gross Sales/Projects Completed History

Identify your company's gross sales and number of projects completed for each of the last three fiscal years.

Year	Gross Sales (\$)	Number of Projects Completed
1.		
2.		
3.		

Current Residential Projects - Identify number of residential projects currently under construction: _____

References: Previous Residential Projects:

At least two client references must be within the past year.

1. Client: _____ Contract Amount (\$): _____ New Construction Remodel

Address: _____ City: _____

State: _____ Zip: _____ Phone #: _____

2. Client: _____ Contract Amount (\$): _____ New Construction Remodel

Address: _____ City: _____

State: _____ Zip: _____ Phone #: _____

3. Client: _____ Contract Amount (\$): _____ New Construction Remodel

Address: _____ City: _____

State: _____ Zip: _____ Phone #: _____

References: Current Trade Subcontractors and Suppliers:

List current trade subcontractor & suppliers - attach a separate sheet if necessary

1. Company: _____ Contact Name: _____

Phone #: _____ Fax #: _____

How many years have you worked with this subcontractor/supplier? _____

2. Company: _____ Contact Name: _____

Phone #: _____ Fax #: _____

How many years have you worked with this subcontractor/supplier? _____

3. Company: _____ Contact Name: _____

Phone #: _____ Fax #: _____

How many years have you worked with this subcontractor/supplier? _____

4. Company: _____ Contact Name: _____

Phone #: _____ Fax #: _____

How many years have you worked with this subcontractor/supplier? _____

JPMorgan Chase relationships:

Do you have any current JPMorgan Chase relationships (explain)? _____

If yes, JPMorgan Chase contact/relationship manager: _____ Phone #: _____

Certification and Authorization:

The undersigned hereby declares that the statements made to Chase herein are true and correct, and authorizes Chase to obtain personal and/or business credit information should Chase deem it necessary.

The undersigned has been advised and further authorizes Chase to obtain information concerning the undersigned's past employment, past performance, construction contracts, work history, credit and any other matter which Chase deems relevant and also authorizes, but does not require Chase to disclose any such information to Chase's borrower and/or necessary persons. The undersigned hereby agrees that so long as Chase acts in good faith, Chase and Chase's agents shall be held harmless and shall be indemnified in connection with any claims, suits, actions or the like which relate in any way to said investigation or disclosures.

Please sign and complete the following:

Signature: _____ Date : _____

Print Name: _____ Title : _____

Social Security Number: _____

If, Partnership or Corporation:

Authorized Officer Signature : _____ Date: _____

Print Name: _____ Title : _____

Social Security Number: _____

Authorized Officer Signature : _____ Date : _____

Print Name: _____ Title : _____

Social Security Number: _____

Authorized Officer Signature : _____ Date : _____

Print Name: _____ Title : _____

Social Security Number: _____