

# CONTRACTOR APPLICATION



**Thank you** for your interest in becoming an approved contractor for housing rehabilitation programs administered through the HomeOwnershipCenter. Together we can revitalize our local neighborhoods through a safe and healthy housing stock.

## Why work with us?

- Over \$2.5 million paid out to local contractors last year
- Residential projects range from \$15,000 to \$140,000
- Properties located throughout the Mohawk Valley
- Fast payments

If you have any questions, please contact HomeOwnershipCenter at 315-724-4197 or [home@unhs.org](mailto:home@unhs.org).

To qualify as a contractor, each question must be answered accurately. This information will remain in our files and will be kept confidential. Upon approval of your application and verification of your references, you will be placed on our contractor bidders' list.

Business Name	
Business Address	
Contact Person	Title
Office Phone	Mobile Phone
Email	Years in Business

Business Type:	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> LLC	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> SOLE PROPRIETOR
Do you have workers other than partners or corporate members?				<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you subcontract work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOMETIMES	
Do you prefer new construction?				<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to perform work on old construction?				<input type="checkbox"/> YES <input type="checkbox"/> NO
Check <input checked="" type="checkbox"/> all trades your firm is competent at:				
<input type="checkbox"/> CARPENTRY	<input type="checkbox"/> GLAZING	<input type="checkbox"/> MASONRY	<input type="checkbox"/> SANDBLASTING	<input type="checkbox"/> OTHER list below
<input type="checkbox"/> DRYWALLING	<input type="checkbox"/> HEATING	<input type="checkbox"/> PLASTERING	<input type="checkbox"/> SIDING	
<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> INSULATION	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> STORM WINDOWS	
<input type="checkbox"/> EXTERIOR PAINTING	<input type="checkbox"/> INTERIOR PAINTING	<input type="checkbox"/> ROOFING	<input type="checkbox"/> TILING	



1611 Genesee Street, Utica, New York 13501

TEL 315.724.4197 | FAX 315.724.1415 | NYS TDD RELAY 800.622.1220 | [www.theHomeOwnershipCenter.org](http://www.theHomeOwnershipCenter.org)

Which of the selected trades do you specialize in?			
Are you licensed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
What is the smallest job you will perform?	Budget \$		
What is the largest job you will perform?	Budget \$		
Would you be available for emergency work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

List your last three jobs for reference checks:		
NAME & ADDRESS	DESCRIPTION OF WORK PERFORMED	PHONE

List your material suppliers:	
Name	Phone
Do you have a credit line with your suppliers?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	



1611 Genesee Street, Utica, New York 13501

Have you performed work through any similar community housing organizations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is your contractor's liability insurance up to date?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, submit a copy and complete the following:</i>		
Name of Insurance Company		
Policy Number	Expiration Date	
Agent's Name	Agent's Phone Number	
Is your workers' compensation policy up to date?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, submit a copy and complete the following:</i>		
Name of Insurance Company		
Policy Number	Expiration Date	
Agent's Name	Agent's Phone Number	
Employer Identification Number (EIN)		
Is your company EPA certified lead renovation, repair and painting (RRP)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is your company EPA certified to complete lead abatement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If your company is lead abatement certified please fill out the information below:</i>		
SAMS UEI		
Data Universal Numbering System (DUNS)		
Have you or your company ever been excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits? (exclusions are also referred to as suspensions and debarments).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have received and reviewed the General Construction Information Guide.	<input type="checkbox"/> YES	
I hereby certify that the statements above and attached are true.		
Owner's or Responsible Representative's Signature	Date	

Please submit to following with your signed application:

- Copies of all EPA Certifications: Firm Certification, RRP, Lead Worker and Lead Supervisor
- Copies of Liability Insurance and Workers' Compensation
- W-9

Email to [home@unhs.org](mailto:home@unhs.org) OR Mail to:

**HomeOwnershipCenter  
Contracts Management  
1611 Genesee Street  
Utica, New York 13501**



1611 Genesee Street, Utica, New York 13501