

**Contractor Application**

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

**Insurance and Experience**

Are you licensed and insured: \_\_\_\_\_ What type of insurance: \_\_\_\_\_  
How much coverage: \_\_\_\_\_ License updated: \_\_\_\_\_  
How long done you been doing business in the area: \_\_\_\_\_ How long running own crew: \_\_\_\_\_  
How many guys on crew full time: \_\_\_\_\_

**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: \_\_\_\_\_  
What are the addresses: \_\_\_\_\_

Can I see the work on one or two recent jobs: \_\_\_\_\_

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 waivers: \_\_\_\_\_

## References

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

1.

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2.

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3.

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## Questions to Ask Past Client References

### Reference #1

Would you recommend this service professional: \_\_\_\_\_ Would you use again: \_\_\_\_\_

Were you happy with the project: \_\_\_\_\_

Was the job completed on time: \_\_\_\_\_

Did the service professional keep you informed of the status of the project: \_\_\_\_\_

Were there any unexpected expenses: \_\_\_\_\_

Did the workers clean up during the job and at the end of the job: \_\_\_\_\_

May I set up a time to visit your home to see the contractor's actual work: \_\_\_\_\_

What is the address: \_\_\_\_\_

### Reference #2

Would you recommend this service professional: \_\_\_\_\_ Would you use again: \_\_\_\_\_

Were you happy with the project: \_\_\_\_\_

Was the job completed on time: \_\_\_\_\_

Did the service professional keep you informed of the status of the project: \_\_\_\_\_

Were there any unexpected expenses: \_\_\_\_\_

Did the workers clean up during the job and finishing the job: \_\_\_\_\_

May I set up a time to visit your home to see the contractor's actual work: \_\_\_\_\_

What is the address: \_\_\_\_\_

### Reference #3

Would you recommend this service professional: \_\_\_\_\_ Would you use again: \_\_\_\_\_

Were you happy with the project: \_\_\_\_\_

Was the job completed on time: \_\_\_\_\_

Did the service professional keep you informed of the status of the project: \_\_\_\_\_

Were there any unexpected expenses: \_\_\_\_\_

Did the workers clean up during the job and finishing the job: \_\_\_\_\_

May I set up a time to visit your home to see the contractor's actual work: \_\_\_\_\_

What is the address: \_\_\_\_\_