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Member FDIC

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## Qualification Statement Introductory Letter

Attached is our Builder Qualification Statement, which is considered your application to be placed on our list of approved builders and contractors. Please complete this form in its entirety, making sure to sign where indicated. Your signature represents authorization for the bank to contact the suppliers, sub-contractors and property references you list.

As you complete the form, you may have questions as to why we are requesting certain information. Those questions might be answered below. If not, please feel free to contact our office or the loan applicant's loan officer. Also included below are some points and reminders we want to make you aware of.

- Please provide a copy of the construction contract and cost itemization for this project. Any payment terms set forth in the construction contract are subject to review and final approval by Republic Bank & Trust Co.
- Please provide a copy of your General Liability insurance (\$1,000,000 minimum amount required) and Worker's Compensation Coverage (\$500,000 minimum amount required).
- The Secretary of State's records will be checked in order to determine that the company is registered, active, and in good standing.
- Your Social Security Number is used solely for the purpose of obtaining a personal bankruptcy background check. **Only the last four digits of your SSN are needed.** The bankruptcy court records will be checked for the business name as well.
- A written credit reference will be requested from each supplier listed, in order to determine that the company pays its suppliers in accordance with the agreed upon terms. **Accounts must have been opened for a minimum of two years and at least one reference should be from a building supply company.**
- The property/work references listed will be interviewed in order to confirm the type of work provided, that they are satisfied with the workmanship and materials used, and that there were no unresolved issues. These responses must indicate that their overall experience was favorable. **Please list projects comparable to our loan applicant's project.**

Please return the completed form along with the documentation requested to the loan applicant's loan officer. You will be notified of your qualification status upon completion of our review. If you are approved, you will be asked to sign an acknowledgment letter that outlines the general guidelines and procedures for construction loan disbursements. If you wish to receive the information in the letter in advance, please let us know.

CONSTRUCTION LOAN ADMINISTRATION

## Builder/Contractor's Qualification Statement

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The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

Date Completed:

*Name:*

Corporation

*Address:*

Partnership

*City/St Zip:*

Individual

*Mobile #:*

Joint Venture

*Email Address:*

Other

Name of Project:

Location:

Cost of Project:

Website address:

Type of Work:

General Construction

HVAC

Plumbing

Electrical

Carpentry

Environmental

Site Work

Other

# 1. ORGANIZATION

1.1 How many years has your organization been in business as a Builder/Contractor?

1.2 How many years has your organization been in business under its present business name?

1.2.1 Under what other or former names has your organization operated?

1.3 If your organization is an **S-Corp., C-Corp., or LLC**, answer the following:

1.3.1 Date of incorporation: TIN:

1.3.2 State of incorporation:

1.3.3 President's name: SSN:

1.3.4 Other member(s): SSN:

SSN:

SSN:

1.4 If your organization is a **partnership**, answer the following:

1.4.1 Date of organization: TIN:

1.4.2 Type of partnership:

1.4.3 Name(s) of general partner(s): SSN:

SSN:

SSN:

1.5 If your organization is **individually owned**, answer the following:

1.5.1 Date of organization:

1.5.2 Name of owner: SSN:

## 2. MEMBERSHIP/LICENSING

2.1 Is your organization a member of a home builder association?      **YES**      **NO**

If yes, name of association and member #.

2.2 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

## 3. EXPERIENCE

3.1 List most recent completed projects.

Name/Spec mm/yy completed	Property Location Cost of Project	Daytime Contact #S (with area code) Contact Name
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1)

2)

3)

3.2 List projects currently under construction.

Name/Spec mm/yy completed	Property Location Cost of Project	Daytime Contact #S (with area code) Contact Name
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1)

2)

3)

3.3 List major Trade/Supplier references.

Name	Account Number Email Address	Area Code/Phone # Area Code/Fax #
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1)

2)

3)

3.4 List major Subcontractors.

Name	Address Email Address	Area Code/Phone # Area Code/Fax #
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1)

2)

3)

3.5 Claims and Suits. (If the answer to any of the questions below is yes, please explain or attach details).

3.5.1 Has your organization ever failed to complete any work awarded to it?

**YES NO**

Attachment: **YES NO**

3.5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

**YES NO**

Attachment: **YES NO**

3.5.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

**YES NO**

Attachment: **YES NO**

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**SSNs are provided for the sole purpose of obtaining a bankruptcy background search via the on-line U.S. Party/Case Index records.**

**PLEASE ATTACH COPY OF CONSTRUCTION CONTRACT AND GENERAL LIABILITY INSURANCE CERTIFICATE**

**Acknowledgment and Agreement:**

In order to evaluate Builder's qualifications for placement on Republic Bank & Trust Company's or Republic Bank's (either "Bank") Builder Approval List, the undersigned hereby gives its/their unconditional approval to Bank to contact named suppliers, sub-contractors and property references, and to receive updates as may be required until such time this authorization shall be revoked, in writing. Should the contact request verification of the undersign's authorization to release information to Bank, the contact will be provided a copy of this signed Agreement for verification.

Company Name \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**FOR BANK USE ONLY**

Loan Officer: Ext.

Banking Center:

Loan Processor: Ext.

Applicants:

Applicants:

Property Location:

(House # and Street Name)

(City/County, State)

Purpose: *(check one)*

**New Residential Construction**

**Home Improvement or Addition**

**New Commercial Construction**

**Loan Amount:**

**1<sup>st</sup> mortgage**

**2<sup>nd</sup> mortgage**

**COMMENTS:**

(to be completed by Construction Loan Administration)

Reviewed by:

Date: