

Builder/Contractor Qualification Statement

This Statement is considered your application to be placed on our list of approved builders and contractors. Applicants who have had at least two years of active involvement in the construction industry are considered for approval. 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. If you are approved, **your approval status will remain active for one year or for as long as a construction project is active and in good standing with Republic Bank & Trust Company or Republic Bank (either, as applicable, the “Bank”)**. Also, 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.

Company Name: _____
Address: _____
City St Zip: _____
Mobile #: _____
Email address: _____
Website address: _____

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

Type of Project/Check all that apply:

- Residential Commercial
- New Construction Improvement Addition

Name of Project: _____
 Location: _____
 Description: _____
 Cost of Project: \$ _____

Type of Contract (Select One):

- Fixed Price
- Cost Plus
- not yet available

1. ORGANIZATION

The Secretary of State’s records will be searched in order to determine whether 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.** In addition, the bankruptcy records will be searched in the business name.

1.1 In what year was your organization started? If an individual, indicate the year you started in the construction industry. _____

1.1.1 Under what other or former names has your organization operated and when?

1.2 Complete all that apply:

TIN: _____

Owner/president’s name: _____ SSN: _____

Other owners/member(s): _____ SSN: _____

_____ SSN: _____

Type of work your company performs:

General Construction HVAC Plumbing Electrical Carpentry

Environmental Site Work Other _____

2. MEMBERSHIP/LICENSING

2.1 Is your organization a member of a home builder association? **YES / NO** (*circle one*)

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

Complete Sections 3.1 and 3.2 in its entirety. If you are unable to provide a minimum of 6 references, please provide an explanation.

Reference letters must be submitted to ConstructionLoanAdmin@republicbank.com from the property owner. At a minimum 3 references must be received and include type of work provided, degree of satisfaction with the workmanship and materials used, how issues were resolved, cost of project and would they recommend. We will accept a letter in lieu of an email. A Property Reference form has been provided on page 6 for your convenience.

3.1 List most **recent completed projects**. Write in owner name or “spec”.

Owner/Spec mm/yy completed	Email address	Property Location Cost of Project
1) _____ _____/____	_____	_____
2) _____ _____/____	_____	_____
3) _____ _____/____	_____	_____

3.2 List projects **currently under construction**. Write in owner name or “spec”.

Owner/Spec mm/yy started	Email address	Property Location Cost of Project
1) _____ _____/____	_____	_____
2) _____ _____/____	_____	_____
3) _____ _____/____	_____	_____

3.3 List supplier references below and request from each a written reference to be submitted to the CLA Specialist you are working with or emailed to ConstructionLoanAdmin@republicbank.com. See page 5 for credit reference form.

Please note accounts must have been open for a minimum of two years and at least one is required from a **major supplier of construction materials**. Do not list subcontractors.

Name

1) _____ (*major supplier*)

2) _____

3) _____

PLEASE ATTACH:

A COPY OF THE CONSTRUCTION CONTRACT and COST ITEMIZATION FOR THIS PROJECT. ANY PAYMENT TERMS SET FORTH IN THE CONTRACT ARE SUBJECT TO REVIEW AND APPROVAL BY REPUBLIC BANK & TRUST COMPANY.

EVIDENCE OF GENERAL LIABILITY INSURANCE, REQUIRED AT A MINIMUM OF \$1,000,000 AND WORKMEN'S COMPENSATION COVERAGE, REQUIRED AT A MINIMUM OF \$500,000.

Acknowledgment and Agreement:

In order to evaluate Builder's qualifications for placement on Republic Bank & Trust Company's or Republic Bank's (either as applicable, the "Bank") Builder Approval List, the undersigned hereby gives its/their unconditional approval to Bank to contact business credit reporting agencies and to contact named suppliers 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 undersigned's authorization to release information to Bank, the contact will be provided with a copy of this signature page only for verification.

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

Company Name _____

By: _____ **Date:** _____

Printed Name: _____ Title: _____



SECTION I – Contractor completes this section

TO: _____
[name of company giving reference]

FROM: _____
[name of builder/contractor]

EMAIL: _____
[builder/contractor]

PHONE: _____
[reference phone #]

DATE: _____

RE: _____
[builder/contractor name]

Account #: _____

SECTION II – Credit Reference

This section to be completed by company providing the credit reference and sent directly to Republic Bank at ConstructionLoanAdmin@republicbank.com

- 1) Client has been doing business with your company since: MO/YR_____
- 2) What type of materials does your company supply?: _____
- 3) What is the credit limit on the account?: \$_____
- 4) High/low during past 12 months: High \$_____ / Low \$_____
- 5) Has account been paid as agreed during the past 12 months:? YES_____ NO_____

If no, please indicate number of times past due in each category:

0-30 _____ 30-60 _____ 60-90 _____ over 90 _____
- 6) Is account currently in good standing? YES_____ NO_____
- 7) Is account currently past due?: YES_____ NO_____

If yes, how many days past due is account? _____
- 8) What are the Payment Terms?: _____
- 9) If client does not or has not paid in accordance with the Contractual Agreement’s Payment Terms, what length of time can the client remain in good standing with your company?

Reference given by: _____

Date completed: _____

Title: _____

Thank you for your assistance.

Builder Reference

Please complete the following information about your experience with _____

(Builder/Contractor Name)

on the project located at _____.

(Address of your project)

We will not share this information with the Builder/Contractor, please feel free to answer honestly.

- What was the total cost of this project? _____

- What type of work did they provide? (Choose One)

New Home Const Renovation Addition Commercial (Please describe): _____

- Were you satisfied with the workmanship and materials used? Please describe.

- Were there any issues with construction? If so, how were they resolved?

- Would you recommend this builder? Why?

Signature

Date

Print Name

Please send completed reference form directly to constructionloanadmin@republicbank.com

Thank you for taking the time to complete this form!