

## 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](mailto: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 <b>completed</b>	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 <b>started</b>	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](mailto: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](mailto: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.

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

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- Would you recommend this builder? Why?

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Please send completed reference form directly to [constructionloanadmin@republicbank.com](mailto:constructionloanadmin@republicbank.com)

Thank you for taking the time to complete this form!