



REQUIRED DOCUMENTS TO BECOME AN APPROVED CONTRACTOR FOR COMMUNITY DEVELOPMENT

- CERTIFICATE OF COVERAGE FOR COMPREHENSIVE GENERAL LIABILITY INSURANCE in an amount equal to or greater than **\$1,000,000** per single-combined bodily injury and property damage occurrence.
- CERTIFICATE OF COVERAGE FOR AUTOMOBILE LIABILITY equal to North Carolina minimum requirements on all vehicles.
- PROOF OF WORKMEN'S COMPENSATION INSURANCE administered by the State of North Carolina.
- COPY OF GENERAL CONTACTOR'S LICENSE (**ONLY IF APPLICABLE** - Required documentation if the contractor intends to bid on jobs that will exceed \$29,999.00).

Supplier Name _____ Phone Number _____
Address _____
Contact Person _____

Plumbing Sub-Contractor _____ Phone Number _____
Address _____

HVAC Sub-Contractor _____ Phone Number _____
Address _____

Electric Sub-Contractor _____ Phone Number _____
Address _____

Other Sub-Contractor _____ Phone Number _____
Address _____

Job References: Last Four (4) Jobs Completed.

Client _____ Day Phone Number _____
Job Address _____
Beginning Date _____ Completion Date _____
Scope of Work _____

Client _____ Day Phone Number _____
Job Address _____
Beginning Date _____ Completion Date _____
Scope of Work _____

Client _____ Day Phone Number _____
Job Address _____
Beginning Date _____ Completion Date _____
Scope of Work _____

Client _____ Day Phone Number _____
Job Address _____
Beginning Date _____ Completion Date _____
Scope of Work _____

All prior or current municipalities that your company has participated in Federally Funded Housing Rehabilitation:

Municipality _____
Contact Person _____
Phone Number _____

Municipality _____
Contact Person _____
Phone Number _____

Municipality _____
Contact Person _____
Phone Number _____

Municipality _____
Contact Person _____
Phone Number _____

Insurance Coverage: It is necessary that a copy of your insurance policy be submitted as evidence of coverage. Limits of Liability must be in the amount of \$300,000.00 (Three hundred thousand and 00/100 dollars) or more and your company must be covered by Workmen's Compensation Insurance administered by the Sate of North Carolina.

Your insurance agent may mail your certificate of coverage or copies of your policy to:

**Attn: Matthew Hall, Senior Housing Program Specialist
City of Fayetteville
Community Development Department
433 Hay Street
Fayetteville, NC 28301-5537**

The agent may also fax the information to (910) 433-1592 or email it to MHall@ci.fay.nc.us.

Within 10 days of receiving notification of approval for placement on the Contractor's Register, proof of insurance must be submitted to this office for verification.

Signature of this application also denotes receipt of the City of Fayetteville Department/Community Development Housing Rehabilitation Contractor's Handbook and a thorough understanding of its requirements.

BUSINESS: _____

SIGNATURE: _____

TITLE: _____ DATE: _____