

PRESERVATION RESOURCE CENTER of NEW ORLEANS

CONTRACTOR APPLICATION



*Please answer all questions and provide **required documents** below.*

IMPORTANT

PLEASE ATTACH TO THE APPLICATION A COPY OF THE FOLLOWING:

1. Liability insurance certificate
2. Workers comp certificate
3. Contractor license certificate
4. EPA lead safe certificate
5. W-9 certificate
6. Any additional information you wish to provide

RETURN TO:

Preservation Resource Center of New Orleans
923 Tchoupitoulas St.
New Orleans, LA 70130

OR

mshoriak@prcno.org

CONTRACTOR PROFILE

Date: _____

Business Information

Business Legal Name

Business Address

Business City

Business State

Business Zip

Federal IRS Tax ID #

EPA Lead Safe Certification #

Enter License Number

- ☐ Home Improvement
- ☐ Residential
- ☐ Commercial

Primary Contact Information

Phone

Cell

Email

Ownership Information

Type of ownership (check one)

- ☐ Corporation
- ☐ Partnership
- ☐ Private

State of Incorporation *(if applicable)*

Names of Corporation Officers, Partners, Owner *(as applicable)*

Name

Title

Address

Phone

Name

Title

Address

Phone

Company Information

Number of years in business as this entity: _____

Average number of jobs per year, average cost of each job: _____

What percentage were renovations or home improvement: _____

Have you ever done a job in compliance with the HDLC: ☐ YES ☐ NO

Number of employees: _____

Have you ever filed for bankruptcy: ☐ YES ☐ NO

Number of incomplete/defaulted jobs: _____

References

- 1** List **2 references**, preferably jobs that are recently completed or under construction. Supply name, phone number, address and type of work done. **If you have worked a job involving the HDLC**, include one reference, at least, in this list.

REFERENCE 1

Name	Phone	Address
Type of work	Cost of work	

REFERENCE 2

Name	Phone	Address
Type of work	Cost of work	

- 2** List 2 subcontractors with whom your company has done business. Supply names, phone number, address and type of work done.

SUBCONTRACTOR REFERENCE 1

Name	Phone	Address
Type of work	Cost of work	

SUBCONTRACTOR REFERENCE 2

Name	Phone	Address
Type of work	Cost of work	

References continued on following page.

- 3 List 1 financial supplier reference that your company has done business. Include name, phone number, address, credit availability.

Supplier Reference

Supplier Credit Available

Contact Phone

Address

Additional Information

General background and other information showing ability to work in rehabilitation, provide any additional certifications, if applicable.

Certification

I/we hereby certify that the above statements are true and complete to the best of my knowledge. I/we further understand that PRC-New Orleans will keep all the information confidential and use such information only to verify the qualification of the undersigned as a home improvement contractor.

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by PRC-New Orleans in verification of the recitals comprising this Contractor Profile:

Name (Print): _____

Signature: _____ Date: _____

Name (Print): _____

Signature: _____ Date: _____