

CONTRACTOR APPROVAL CHECKLIST (per contractor)

Borrower Name: _____

Loan number: _____

Contractor Name _____

Address _____

City _____ **State** _____ **Zip** _____

Contact info (email/phone) _____

License Number _____

___ **Verified contractor is not on Towne exclusionary list**

___ **Verified contractor holds appropriate license(s) (based on scope of project)**

___ **Verified contractor's license is current: Exp Date** _____

References:

Reference #1: Name _____

Date reference contacted _____

Notes from conversation: _____

___ **Reference #2: Name** _____

Date reference contacted _____

Notes from conversation: _____

___ **Verified W-9 fully completed and signed**

Verified contractor holds current insurance policy with minimum \$300,000 liability coverage

Verified contractor holds current Workman's Compensation Insurance policy (if required)

Verified contractor has minimum three years' experience

Confirmed the absence of any negative reporting and/or complaints against contractor through:

Better Business Bureau website: Date checked _____

State licensing website: Date checked _____

Lexis/Nexis report pulled for projects exceeding \$30,000

Approved by: _____ Date _____