

**CONTRACTOR APPROVAL CHECKLIST**

**Borrower Name:** \_\_\_\_\_ **Loan number:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_  
(Email) (Phone)

- 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: Date checked \_\_\_\_\_

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_