



CITY OF SALEM
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

KIMBERLEY DRISCOLL
MAYOR

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970
TEL: 978-619-5685 ♦ FAX: 978-740-0404

LYNN GOONIN DUNCAN, AICP
DIRECTOR

HOUSING REHABILITATION LOAN PROGRAM
**APPLICATION FOR PLACEMENT ON
QUALIFIED CONTRACTORS LIST**

COMPANY INFORMATION:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Cell Phone: n/a _____

Email Address: n/a _____ Website Address: n/a _____

Federal Employer ID # _____ MBE/WBE: YES / NO

Number of Full-Time Employees: _____ Part-Time: _____

MAJOR TRADE PERFORMED BY BUSINESS:

General Carpentry Deleading Electrical Plumbing

Painting Masonry Other

MAJOR TRADES NORMALLY SUBCONTRACTED:

General Carpentry Deleading Electrical Plumbing

Painting Masonry Other

LICENSE INFORMATION:

Contractor's License #: _____ Title: _____

HIC License #: _____ Deleader Contractors License #: _____

INSURANCE COVERAGE:

INSURANCE TYPE	POLICY NUMBER	LIMITS	CARRIER
Property Damage			
Liability			
Workers' Compensation			

COMPANY REFERENCES:

BUSINESS REFERENCES (INCLUDE LOCAL BANKS AND MATERIAL SUPPLIERS):

Name: _____

Address: _____

Telephone: _____

PLEASE LIST THREE REFERENCES FROM JOBS RECENTLY COMPLETED IN SALEM:

Name: _____ Address: _____

Type of work: _____ Estimated cost: \$ _____

Contact person: _____ Telephone #: _____

Name: _____ Address: _____

Type of work: _____ Estimated cost: \$ _____

Contact person: _____ Telephone #: _____

Name: _____ Address: _____

Type of work: _____ Estimated cost: \$ _____

Contact person: _____ Telephone #: _____

COMPANY HISTORY:

Number of years in business: _____ Has your contractor's license ever been revoked? No Yes (explain)

Are you presently, or have you ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency? No Yes

Are you a member of a trade or civic association? No Yes (Please List) _____

PLEASE READ BEFORE SIGNING:

AUTHORITY TO OBTAIN VERIFICATION:

I understand that signing this application gives the City of Salem's Housing Rehabilitation Loan Program Staff the authority to obtain verification from any source provided herein.

The undersigned certifies that all information provided on this application is true and correct to the best of his or her knowledge and belief and that no information has been excluded, which might reasonably affect a judgment regarding eligibility.

Signature

Date

Name (please print)

Title

PLEASE SUBMIT APPLICATION AND COPIES OF REQUIRED DOCUMENTS TO:
CITY OF SALEM
HOUSING REHABILITATION LOAN PROGRAM
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT (DPCD)
120 WASHINGTON STREET, 3RD FLOOR
SALEM, MA 01970
TEL: (978) 619-5685 • FAX: (978) 740-0404

DOCUMENT CHECKLIST:

Copies of the following documents must accompany this application:

- H.I.C. License
- Construction Supervisor's License
- Liability Insurance Certificate
- Workers' Compensation Insurance Certificate

If applicable, the following documents must also accompany this application:

- Electrical License
- Plumber's License
- Certificate of Completion from U.S. Department of Housing and Urban Development sponsored course Lead-Based Paint Hazards Course
- Deleader Contractor's License from the Massachusetts Division of Occupational Safety