



Valley Community Bank

Contractors Qualification Package

Company: _____
Principal: _____
Mailing Address: _____

Physical Address: _____

Company Standing

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

Explain: _____

Name of Project: _____

Type of Work

- General construction
- Plumbing
- HVAC
- Electrical
- Other

Explain: _____

Company Background

- Years in business as a construction company: _____
- Years in business under this company name: _____
- Other names: _____

If a corporation

- Date of incorporation: _____
- State of incorporation: _____
- President's name: _____
- Vice-President's name: _____
- Secretary's name: _____
- Treasurer's name: _____



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If a partnership

- Date of organization: _____
- Type of partnership: _____
- Names of general partners: _____

If individually owned

- Date of organization: _____
- Name of owner: _____

If none of the above, please describe and name principals.

Licensing

- Trade categories: _____

- Jurisdiction: _____
- License number: _____
- Jurisdiction in which company name is filed: _____

Experience

- Work normally performed: _____

- Ever failed to complete contracted work:
- Any legal judgments, claims, arbitration, or suits pending against company:
Yes No
- Any law suits filed or requested arbitration for construction contracts in the past 10 years:
Yes No
- Any principal or officer of the company been apart of a company that did not full fill its contractual obligations, in the past 10 years:
Yes No

- **List construction projects currently under contract with**

Project name: _____
Architect: _____
Contract amount: _____
Percent completed: _____
Scheduled completion date: _____
Total revenue to be earned from all projects: \$ _____



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(Experience Cont.)

- **List construction projects completed in the last five years**

Project name: _____
Architect: _____
Contract amount: _____
Date completed: _____
Your contract amount: _____

Project name: _____
Architect: _____
Contract amount: _____
Date completed: _____
Your contract amount: _____

Project name: _____
Architect: _____
Contract amount: _____
Date completed: _____
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Project name: _____
Architect: _____
Contract amount: _____
Date completed: _____
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Project name: _____
Architect: _____
Contract amount: _____
Date completed: _____
Your contract amount: _____

- Average annual amount of construction work performed (in dollars): \$ _____
- List construction experience of all principals and commitments to the company: _____



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References

Please attach the following:

- Trade References
- Bank References
- Surety
 - Name of bonding company
 - Name and address of agent

Financing

- Attach financial statement (Audited)
 - Organizations latest balance sheet
 - Income statement including the following:
 - Current assets
 - Net fixed assets
 - Current liabilities
 - Other liabilities
 - Contact information of financial organization preparing documents
- Make sure attached financials are for above organization and no other
- If not, explain:

Organization above is guarantor of construction: Yes No

Signature Page

Dated at: _____
Date: _____
Company Name: _____
By: _____
Title: _____

Signature: _____



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Notary Information:

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____ }
COUNTY OF _____ } ss:

On the _____ day of _____ 20 _____, before me personally came _____, to me known to be the individual _____ described in and who who executed the assignment on the reverse side hereof and acknowledged to me that _____ he _____ executed the same

Notary Public

My commission expires _____

CORPORATE ACKNOWLEDGEMENT

STATE OF _____ }
COUNTY OF _____ } ss:

On the _____ day of _____ 20 _____, before me personally came _____, who being by me duly sworn, did depose and say he resides in _____ that he is the _____ of _____, the corporation described in and which executed the assignment on the reverse side hereof; that he knows the seal of said corporation; that the seal affixed to said assignment is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his name thereto by like order

Notary Public

My commission expires _____