



2009

Contractor Certification Application

Approval process completed by Fannie Mae-approved third-party certifier, Smart Consumer Services

COMPANY NAME _____ Year Established _____

OTHER DBAs OR TRADE NAMES _____

Address _____ Zip Code _____

Years at this address _____ **NOTE: If less than 5 years at this address, previous address below**

Telephone AC () _____ Fax _____ E-Mail _____

OWNERSHIP (check one) SOLE PROPRIETORSHIP CORPORATION LLC PARTNERSHIP

OWNERS NAMES	TITLE	HOME MAILING ADDRESS
1. _____	_____	_____
2. _____	_____	_____

EMPLOYEES

Full-time _____ Part-Time _____ Subcontractors _____ (Must be certified separately)

TRADE REFERENCES

Supplier Name	Account #	Telephone/Fax	Date Account Opened
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

CUSTOMER REFERENCES

NOTE: Jobs must have been completed at least one year ago

Customer Name	Daytime Telephone/ Cell	E-Mail Address	Completion Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Contractor Certification Application Checklist

NOTE: All application materials, documents and fee must be received
before application can be processed.

___ Certificate of General Liability Insurance in the amount of one million dollars that names North Little Rock Chamber of Commerce as an Additional Insured.

___ Certificate of Worker's Compensation Insurance that meets the state requirements and names North Little Rock Chamber of Commerce as Certificate Holder.

___ Any current applicable state and/or local contracting license.

___ Any current applicable state and/or local business license or bonding.

___ Any certificates of staff training or continuing education in past three (3) years.

___ Proof that 80% of all service techs have NATE (National Association of Technician Excellence) certification.

___ Any current applicable wallet-size state trade license (front and back) that includes photo, signature, and expiration date.

APPLICATION FEE

___ Check enclosed for Application processing fee of \$360 payable to Smart Consumer Services.
NOTE: Fee is non-refundable if application is denied for any reason.

Understandings & Signature

On behalf of the above named company/applicant...

- *I/we hereby authorize Smart Consumer Service to obtain trade and customer references. As well as credit and criminal records with regard to the business submitting this application and to provide information obtained to North Little Rock Chamber of Commerce.*
- *I/we hereby certify that the information on this application is true and correct and that I have authority to legally bind the business submitting this application.*

Name _____ Title _____
Please print

Signature _____ Date _____

Questions about completing this application? E-mail: SmartConsumer@Charter.net

Thank you for your application!
Please mail completed application packet to:



Smart Consumer Services
1 Page Avenue Suite 325
Asheville, NC 28801
Attention: N'ann Harp
