

CAPITAL AREA HOUSING PARTNERSHIP (CAHP) INSTRUCTIONS FOR APPROVED CONTRACTOR APPLICATION

Thank you for your interest in our Contractor Bidders list for the Capital Area Housing Partnership. Below are a few simple instructions for completing our Contractor Application:

If your business is licensed in more than one area of work, for example, electrical and plumbing or building and lead abatement, **please provide a separate application and separate customer references for the different areas**. You may make copies of the blank form or contact our office for more copies. We must have customer references that refer to the particular kind of work you are applying to provide CAHP. Plumbing references are not acceptable for Electrical work or Lead Abatement work. Lead Abatement references are not acceptable for Mechanical work, etc.

1. Please **type or print legibly**.
2. Please make sure you **fill out all pages** completely, **including FAX numbers** where requested.
3. The **Business name or Contractor's name must be the same on the application as it appears** on the Contractor's license or other applicable licenses or DBA documents. The business name **MUST BE** on the license unless you are a sole proprietorship.
4. If your **company does certain work under licenses held by people other than the owner, partners or corporation officers, you must provide copies of those licenses** and other relevant information for the person(s) holding the license(s).

WHEN RETURNING THE APPLICATION - BE SURE TO INCLUDE:

- a. **A copy of appropriate licenses, certifications, or identifications required for your type of work** (Such as, but not limited to, Contractor license, Master license, State ID for lead abatement, lead contractor license, etc.).
- b. **A certificate of liability insurance showing your general liability, vehicle liability and workers' compensation coverage**. The insurance must be issued in the name of the company or person as it appears on your license and must meet the following requirements:
 - (1) **Workers' Compensation Insurance as specified by Michigan Law in the minimum amount of \$1,000,000.**
 - (2) **Public General Liability Insurance in the minimum amount of \$1,000,000.**
 - (3) **Property Damage Liability Insurance in the amount of \$1,000,000.**
 - (4) **Vehicle Liability Insurance in the amount of \$1,000,000.**
- c. If you are **doing business under a name other than the owner's name, please provide a copy of the DBA documentation**.
- d. **Completed W-9 form.**
- e. **Return by mail or in person. Please do not fax.**

If you are accepted for the approved contractor's list, your insurance must list Capital Area Housing Partnership (CAHP) as an additional insured and certificate holder. You will be asked to update your insurance and send a new copy of the insurance to:

Capital Area Housing Partnership (CAHP), 600 W. Maple Street - Suite D, Lansing, Michigan 48906.

The insurance company may also email the certificate to: emma@capitalareahousing.org.

We look forward to hearing from you. If you have any questions, please contact Emma at CAHP at (517) 332-4663.