

HOME IMPROVEMENT PROGRAM CONTRACTOR APPLICATION CHECKLIST

Please provide copies of the following documents:

- NJ State Business Registration Certificate** (obtainable from the NJ Department of Revenue)
- NJ Division of Consumer Affairs Registration** (Home Improvement Contractor Registration). Visit www.state.nj.us/lps/ca/HIC/ for more information.
- Current Certificate of Insurance** including liability and workman's' compensation, naming CGP&H as certificate holder. A minimum of \$1,000,000.00 in commercial general liability coverage is required. Additionally, workmen's compensation insurance is required for all contractor's employees and subcontractors engaged in the program work and shall include a minimum of \$500,000 in employer's liability limits and statutory coverage.
- The EPA's RRP Certification** For more information, please visit www.epa.gov/lead/pubs/renovation.htm.
- Lead Abatement Certificates** and copies of permits.

All the documents requested above must be submitted prior to award of your first contract

MAIL, EMAIL OR FAX YOUR DOCUMENTATION TO:

**Attn: Housing Rehabilitation
Community Grants, Planning & Housing
101 Interchange Plaza Suite 301
Cranbury, NJ 08512
Phone: (609) 664-2783
Email: contractorswanted@cgph.net
Fax: (609) 664-2786**