

CONTRACTOR CHECKLIST

This checklist is for your reference to assist you in completing the DPMC-27 application. This is not a comprehensive list of any potential documentation required, but is to be used as a guideline. Additional documentation not listed below may be requested by the analyst reviewing your application. Incorrect and incomplete applications will delay the processing of your classification.

ALL APPLICANTS:

- ☐ Did you complete all pages of the application to the best of your knowledge, providing all requested information?
- ☐ Did you affix your signature on pages 2, 3, 6, and 7?
- ☐ Did you complete a separate Form 2 for each and every company affiliated by common ownership/officers with the company requesting classification, even if the company/ies is/are inactive? Did you attach a dissolution certificate for each instance in which the affiliated company has been dissolved?
- ☐ Did you attach a \$100 check made payable to "Treasurer, State of New Jersey"?
- ☐ Did you attach a copy of the NJ business registration? (Contact (609) 292-9292 for assistance with this item.)
- ☐ If your company was formed in a state other than NJ, did you attach a current short form standing certificate as issued by the NJ Division of Revenue? (Contact (609) 292-9292 for assistance with this item.)
- ☐ Did you attach a copy of the NJ Department of Labor Public Works Contractor Registration?
- ☐ Did you attach a copy of the SBE/MBE/WBE/VOB/DVOB certificate(s) as provided by the NJ Division of Revenue?
- ☐ Did you attach license information as requested on Form 1?
- ☐ Did you attach the original copy of the surety affidavit, if you are requesting an aggregate rating exceeding \$200,000?
- ☐ Did you attach a financial report:
 - Prepared by an independent CPA or PA?
 - Covering at least 6 months?
 - No more than 12 months old?
 - Conforming to GAAP or IFRS standards?
 - Including a signed letter from the accountant on letterhead confirming the exact time period covered and ending, if the statements are compiled/reviewed/audited, and confirming that they conform to GAAP or IFRS?
 - Including a balance sheet, statement of income and retained earnings, statement of cash flows, and notes to the financials?
- ☐ Did you attach line of credit letters, as described on Form 7, for each line of credit available to the company?
- ☐ If using an alternate name, did you attach a current registration of alternate name as issued by the NJ Division of Revenue? (Contact (609) 292-9292 for assistance with this item.)
- ☐ If requesting roofing trades, did you attach current manufacturer applicator agreement letters issued within the past four (4) years for each type of roofing requested?
- ☐ If requesting historical trades, did you attach the historical listing showing the specific project location for each job listed on Form 4?

NEW APPLICANTS – In addition to the above:

- ☐ Did you attach the company's certificate of formation?
- ☐ Did you attach two (2) contracts per trade requested on Form 3 for work at least of significant value that have been completed by the company within the past five (5) years? (See NJAC 17:19-1.1)
 - Are they fully executed?
 - Are they in the legal name of the company?
 - Do they contain a detailed scope of work?
 - Do they contain a schedule of values with line-item and price breakdowns for work completed by the company?
 - Do they include proof of completion within the past five (5) years? (Final SOV, letter from the owner, etc.)
 - Are they roughly of average size of the work you do?
 - Are they typically the type of work you do?