



# The LEAGUE of CALIFORNIA HOMEOWNERS

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## Requirements for the LCH “Approved” Contractor Program

The following requirements apply to the LCH “Approved” Contractor Program. This program is provided to enable interested contractors to participate in specific residential energy efficient programs offered through utility companies in California. It also enables participating contractors to be referred by LCH to the general public for home improvement work upon request.

### **Licensing for Contractors:**

- Contractor must hold a valid license in the specialty or field in which they work with the **California Contractors State License Board**.
- Contractor must not have any outstanding complaints before the **CSLB** or any outstanding litigation before a California court that could result in disciplinary action against the license of the contractor by the **CSLB**.

### **Insurance:**

- Contractor must provide certificates of insurance for both workers compensation; general liability from an “A” rated domestic carrier. The minimum amount of coverage for general liability is set at \$1,000,000. Contractors are required to maintain insurance throughout the program. Each contractor is required to list The League of California Homeowners as **Additional Insured**.

### **References:**

- Customer references: A minimum of at least 20 residential customer references.
- Trade references: A minimum of four trade references, this must be a material supplier with whom the company has an open line of credit.

### **Additional Program Requirements:**

- Must provide proof of being in business for at least 2 years as a licensed contractor in California.
- Must provide the company’s business license for the city or county of operation.
- Must provide company’s Federal Tax ID number, or social security number.
- Must provide documentation of completed specialized required training, as applicable.
- Must provide a copy of your company’s home improvement contract.
- Must agree to abide by **The League of California Homeowners Code of Ethics** for professional business conduct and sign the “hold harmless & defend clause” in the application.
- **Approval** is for one year, beginning with the actual month of approval.
- Contractor must pay a program fee of \$295.00 (annual) at the time of application.

**Note:** *The “Approved” Contractor Program is a service. Participating contractors are not considered as members of The League of California Homeowners. League membership is only available to homeowners.*



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## APPLICATION FOR CONTRACTOR APPROVAL

### LCH Contractor Referral Program

The following requirements apply to all contractors interested in participating in the "Approved" Contractor program.

#### **PROGRAM REQUIREMENTS FOR ALL CONTRACTOR PARTICIPANTS**

1. Contractor must maintain all licenses and documentation required by the Contractors State License Board (CSLB) and state law.
2. Contractor must have two years minimum business experience with a valid CSLB license within the State of California.
3. Contractor must provide a copy of the business license for city or county in which they are located
4. Contractor must be free of any unresolved or outstanding complaints before the CSLB or Better Business Bureau (BBB.)
5. Contractor must be free of outstanding litigation and liens relating to his/her work.
6. Contractor must agree to undergo a financial background check by LCH.
7. Contractor must sign the required "hold harmless" agreement as well as comply with the LCH "Code of Ethics."
8. Contractor must pay an annual screening fee of \$295. *Note: Screening fee is not refundable.*
9. Insurance: General Liability and Workers Comp insurance must list The League of California Homeowners - as Additional Insured.

#### **Contractor Code of Ethics & Agreement**

Compliance with *the League of California Homeowners' Code of Ethics* is required by all participants in the LCH Contractor Referral Program. By signing this agreement, the contractor agrees to abide by the rules for business conduct as stated in the CODE OF ETHICS. This Agreement becomes effective upon LCH's issuance of written approval to Contractor.

#### **CODE OF ETHICS for LCH "APPROVED" CONTRACTOR PROGRAM**

The League of California Homeowners (LCH) is a consumer organization, not a trade group for contractors. Consequently, contractors who have passed screening and who participate in the LCH "Approved" contractor program are not members of the League, but service providers. They are expected to follow a high standard of professional business ethics in their dealings with customers which includes the following six rules for business conduct:

1. To accord all clients with fair, courteous and professional treatment irrespective of race, creed, color, religion, gender, ethnic origin, marital status or sexual preference.
2. To maintain proper licensing, insurance and bonding at all times.
3. To abide by all of the rules and regulations of the California Construction Code, Contractors State License Board and all state and local requirements.
4. To provide clients with prompt, reliable bids and estimates.
5. To refrain from "pressure" sales tactics.
6. To uphold and enforce all Contractors promises' warranties and guarantees.

**Hold Harmless & Defend:** I agree to provide the League of California Homeowners with evidence of general liability insurance coverage with an "A" rated domestic carrier prior to program participation. I also agree to "hold harmless" and "to defend" The League of California Homeowners as an "Indemnified Party" against any and all losses, liabilities, damages, causes of action, judgments, claims, costs and expenses (including reasonable attorney's fees and disbursements by their outside and in-house counsel) which may be incurred or suffered by Indemnified Parties, by reason of any personal or bodily injury, property damage or third party claims that arise out of or are in any way connected with any business transactions involving my company in the Approved Contractor Program. I understand that LCH is able to discontinue "Approval" of any contractor at any time at LCH's discretion. I agree to uphold and abide by the Code of Ethics.

Signed by: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

*(Please complete back of form)*

Thank you for your interest to participate in the League of California Homeowners (LCH) Contractor Approval Program. Please complete this form accurately and in its entirety. If you have any questions contact our office at (909) 931-1653.

- Date: \_\_\_\_\_
1. Company Name \_\_\_\_\_ Year Business was Established \_\_\_\_\_
2. Mailing Address \_\_\_\_\_ City \_\_\_\_\_, CA Zip \_\_\_\_\_
3. Principal Owner(s) \_\_\_\_\_
4. Contact Person \_\_\_\_\_ Title \_\_\_\_\_
5. Phone Number (\_\_\_\_\_) \_\_\_\_\_ Additional Office Number (\_\_\_\_\_) \_\_\_\_\_
6. Fax Number (\_\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_
7. E-mail Address \_\_\_\_\_ @ \_\_\_\_\_ Web-Site www. \_\_\_\_\_
8. Contractor's License Number \_\_\_\_\_ Year Issued \_\_\_\_\_ Type (s) \_\_\_\_\_
9. Insurance Agent: Name & Company: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_
10. Address \_\_\_\_\_
11. Bond Company \_\_\_\_\_ Bond Number \_\_\_\_\_
12. Worker's Compensation Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_
13. General Liability Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_
14. Automobile Liability Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_
15. Number of Employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_
16. Federal Tax ID # \_\_\_\_\_
17. Legal Status of Company (i.e. corporation, partnership, LLC, professional corporation, sole proprietorship, etc.) \_\_\_\_\_

18. Do you belong to a Trade Association(s)? \_\_\_ No \_\_\_ Yes If so, list: \_\_\_\_\_
19. Provide a copy of your Home Improvement Contract.
20. **Customer References:** Please include, as an attachment, a list of residential references for whom you have performed work. You must include a minimum of 20 customer references, please include the customers NAME, PHONE NUMBER, and MAILING ADDRESS.
21. **Credit References:** Please provide four credit references with whom you have an open credit account, to include material suppliers.
- A. Company Name \_\_\_\_\_ Account # \_\_\_\_\_  
Phone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_
- B. Company Name \_\_\_\_\_ Account # \_\_\_\_\_  
Phone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_
- C. Company Name \_\_\_\_\_ Account # \_\_\_\_\_  
Phone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_
- D. Company Name \_\_\_\_\_ Account # \_\_\_\_\_  
Phone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_

### **BACKGROUND CHECKING PROCEDURE**

The undersigned agrees to and acknowledges to allow The League of California Homeowners (LCH) to perform a contractor's background check on the company, including obtaining a credit report through Equifax. The undersigned also certifies that all written information provided to LCH will be held in strict confidentiality and used exclusively for the purpose of review. I certify that neither I nor my company has any outstanding litigation involving work performed which could cause disciplinary action by a state agency. **I certify that the information provided is true and correct.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please make check payable to: *The League of California Homeowners*

### **Be sure to include the following in your return envelope:**

- Application (make sure to sign both the Code of Ethics and the Background Checking Clause, and fill in all of the application.)
- First Year Program Fee - \$295
- List of 20 residential customers
- A copy of your company's city or county business license, plus, your home improvement contract.

### **The LEAGUE OF CALIFORNIA HOMEOWNERS**

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