

**Contractor Information Sheet**

Contractor Firm Name: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Insurance Policy Number: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

1. Are you interested in being on our contractor list for owner-occupied rehabilitation?  
\_\_\_\_\_ Yes (please continue)      \_\_\_\_\_ No (stop here, it is not necessary to return this form)

2. Are you a:  
a. General Contractor \_\_\_\_\_  
b. Other: Please explain: \_\_\_\_\_

\*Note – our policy is to solicit bids from General Contractors; however, occasionally it is unnecessary to have a General Contractor, in which case, we would solicit bids from appropriate trades.

3. What area(s) are you willing to work in?  
a. Becker County \_\_\_\_\_  
b. Beltrami County \_\_\_\_\_  
c. Clearwater County \_\_\_\_\_  
d. Grant County \_\_\_\_\_  
e. Hubbard County \_\_\_\_\_  
f. Kittson County \_\_\_\_\_  
g. Lake of the Woods County \_\_\_\_\_  
h. Mahnomon County \_\_\_\_\_  
i. Marshall County \_\_\_\_\_  
j. Norman County \_\_\_\_\_  
k. Pennington County \_\_\_\_\_  
l. Polk County \_\_\_\_\_  
m. Red Lake County \_\_\_\_\_  
n. Roseau County \_\_\_\_\_  
o. Todd County \_\_\_\_\_  
p. Traverse County \_\_\_\_\_  
q. Wadena County \_\_\_\_\_  
r. Wilkin County \_\_\_\_\_

4. Have you completed a Certified Lead Renovator Course and/or are you an EPA Lead Certified Firm?  Yes (complete questions 5-7)  No (skip questions 5-7)
5. Have you completed a Certified Lead Renovator Course?  
 Yes (Please attach Course Completion Certificate)  No
6. Are you an EPA Lead Certified Firm?  
 Yes (Please attach EPA Lead Certificate)  No
7. If you have completed a Certified Lead Renovator Course and/or are an EPA Lead Certified Firm, do you have employees or are you a “one-man shop”?  
 Employees  “One-Man Shop”

\*If you have employees, please provide a copy of the Certified Lead Renovator Course Completion certificate for each employee who has completed the course; OR, you may provide evidence that there is a Certified Lead Abatement Supervisor within your company. If you are a “one-man shop”, neither of these are required.

Please return this form, and all applicable attachments, to our office as soon as possible. Information may be returned via:

- Email ([jmeixner@hrdc.org](mailto:jmeixner@hrdc.org))
- Fax (218-444-4722)
- Mail: HRDC, PO Box 906, Bemidji, MN 56619-0906 attn: Jackie Meixner

Attachments may include (based on your answers to the above questions):

- Insurance Documentation – note, it is not necessary to list the HRDC on your policy; however, adequate insurance is required (**documentation required for all contractors interested in being on our list**)
- Lead Renovator Course Completion Certificate (**required only if you answered “yes” to question 5**)
- EPA Lead Certificate (**required only if you answered “yes” to question 6**)
- Certified Lead Renovator Course Completion certificate for each employee within your firm OR Certified Lead Abatement Supervisor Certificate (**required only if you answered “employees” to question 7**)