



Dear Business Partner,

The North Little Rock Chamber of Commerce has developed a new program to benefit our members and the citizens of North Little Rock. As we all strive to deal with the rising cost of energy and to improve our environment, the Chamber of Commerce would like to introduce our **Contractors Network**. The *Contractors Network* program will kick-off by promoting HVAC businesses that provide more energy efficient heating and cooling systems as a way for residents to save energy and money. Only members of the North Little Rock Chamber of Commerce may be part of the Network. The Contractors Network will then expand to include electricians and other residential services businesses.

If you chose to become a Contractors Network partner, your HVAC business will be promoted on our website as part of the NLR Chamber Contractor Network. The NLR Chamber will be also be diligently promoting this program through ads, brochures, special promotions, and our jumbotron. In addition, your company information will be provided with every North Little Rock Electric Department residential energy audit, as a resource for homeowners.

Enclosed is the HVAC Contractor Network application packet. The NLR Chamber of Commerce has retained Smart Consumer Services as the third party certification organization. The cost for certification is \$360.00 the first year, with a reduced fee annually thereafter. The North Little Rock Chamber does not receive any portion of this certification money.

The North Little Rock Chamber certainly hopes this program will enhance your business as well as encourage North Little Rock residents to make more "energy smart" choices in their every day decisions.

Just a sneak peek, we will be sponsoring the **Be Cool...Save Some Green** residential air conditioning tune-up program in late spring/early summer. Thank you for your consideration to become a partner in our *Contractors Network*.

Please feel free to contact either the Chamber or Terry Kessinger 501.912.4914 if you have any questions.

Sincerely,

*Terry C. Hartwick*

Terry C. Hartwick

North Little Rock Chamber of Commerce



2010

## Contractor Certification Application

Approval process completed by Fannie Mae-approved third-party certifier, Smart Consumer Services

COMPANY NAME \_\_\_\_\_ Year Established \_\_\_\_\_

OTHER DBAs OR TRADE NAMES \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Years at this address \_\_\_\_\_ **NOTE: If less than 5 years at this address, previous address below**

Telephone AC ( ) \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

OWNERSHIP (check one)  SOLE PROPRIETORSHIP  CORPORATION  LLC PARTNERSHIP

	OWNERS NAMES	TITLE	HOME MAILING ADDRESS
1.			
2.			

### EMPLOYEES

Full-time \_\_\_\_\_ Part-Time \_\_\_\_\_ Subcontractors \_\_\_\_\_ (Must be certified separately)

### TRADE REFERENCES

	Supplier Name	Account #	Telephone/Fax	Date Account Opened
1.				
2.				
3.				

### CUSTOMER REFERENCES

**NOTE: Jobs must have been completed at least one year ago**

	Customer Name	Daytime Telephone/ Cell	E-Mail Address	Completion Date
1.				
2.				
3.				

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## Contractor Certification Application Checklist

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NOTE: All application materials, documents and fee must be received before application can be processed.

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\_\_\_ Certificate of General Liability Insurance in the amount of one million dollars that names North Little Rock Chamber of Commerce as an Additional Insured.

\_\_\_ Certificate of Worker's Compensation Insurance that meets the state requirements and names North Little Rock Chamber of Commerce as Certificate Holder.

\_\_\_ Any current applicable state and/or local contracting license.

\_\_\_ Any current applicable state and/or local business license or bonding.

\_\_\_ Any certificates of staff training or continuing education in past three (3) years.

\_\_\_ Proof that 80% of all service techs have NATE (National Association of Technician Excellence) certification.

\_\_\_ Any current applicable wallet-size state trade license (front and back) that includes photo, signature, and expiration date.

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### APPLICATION FEE

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Check enclosed for Application processing fee of \$360 payable to Smart Consumer Services.  
NOTE: Fee is non-refundable if application is denied for any reason.

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### Understandings & Signature

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On behalf of the above named company/applicant...

- *I/we hereby authorize Smart Consumer Service to obtain trade and customer references. As well as credit and criminal records with regard to the business submitting this application and to provide information obtained to North Little Rock Chamber of Commerce.*
- *I/we hereby certify that the information on this application is true and correct and that I have authority to legally bind the business submitting this application.*

Name \_\_\_\_\_

Please print

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Questions about completing this application? E-mail: [SmartConsumerServices@gmail.com](mailto:SmartConsumerServices@gmail.com)

**Thank you for your application!**

Please mail completed application packet to:



**Smart Consumer Services**

P.O. Box 1553

Asheville, NC 28802

**Attention: N'ann Harp**

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