

MOXNESS RENOVATION ADVISORS

Contractor Partnership & Vendor Application

1. Business Information

Legal Business Name: _____

Operating Name (if different): _____

Owner / Primary Contact: _____

Business Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone Number: _____

Email Address: _____

Website (if applicable): _____

2. Business Details

Years in Business: _____

Business Structure

☐ Sole Proprietorship

☐ Partnership

☐ Corporation

☐ Other: _____

Business Number (BN): _____

GST Number: _____

WCB Account Number: _____

WCB Status:

☐ Active

☐ Pending

☐ Not Applicable

3. Licensing & Insurance

Business Licence Number (if applicable): _____

General Liability Insurance Company: _____

Policy Number: _____

Coverage Amount: _____

Policy Expiry Date: _____

Trade Licence(s) / Certification(s): _____

4. Trade Information

Primary Trade(s)

- ☐ Carpentry
- ☐ Drywall
- ☐ Painting
- ☐ Flooring
- ☐ Cabinet Installation
- ☐ Roofing
- ☐ Siding
- ☐ Concrete
- ☐ Plumbing
- ☐ Electrical
- ☐ HVAC
- ☐ Landscaping
- ☐ Demolition
- ☐ Other: _____

5. Experience

Years of Renovation Experience: _____

Type of Work (check all that apply):

- ☐ Residential
- ☐ Commercial
- ☐ New Construction
- ☐ Renovations

Number of Employees: _____

Do you use:

- ☐ Employees
- ☐ Subcontractors
- ☐ Both

6. Required Documentation

Please provide copies of the following:

- ☐ Business Registration
- ☐ Business Licence (if applicable)
- ☐ Current WCB Clearance Letter
- ☐ Certificate of Liability Insurance
- ☐ Trade Certificates / Licences
- ☐ Safety Program (if applicable)
- ☐ Other: _____

7. Workmanship & Qualifications

Do you provide a workmanship warranty?

- ☐ Yes
- ☐ No

If yes, length of warranty: _____

Can you provide examples or photos of completed projects upon request?

- ☐ Yes
- ☐ No

8. Claims & Legal History

Have you ever been involved in a liability claim related to your work?

- ☐ Yes
- ☐ No

If yes, please explain:

Have you ever had a WCB claim that resulted in legal action?

- ☐ Yes
- ☐ No

If yes, please explain:

Project Standards

As a Contractor Partner/Vendor with Moxness Renovation Advisors, I agree to:

- Maintain current liability insurance throughout the duration of our partnership.
- Maintain active WCB coverage where required by law.
- Perform all work in accordance with applicable building codes, regulations, and industry standards.
- Maintain a safe, clean, and professional work environment.
- Communicate professionally and promptly with Moxness Renovation Advisors regarding project progress, scheduling, delays, or concerns.
- Complete work according to the approved scope of work and agreed-upon specifications.
- Obtain written approval prior to performing any work outside the agreed scope.
- Conduct business honestly, ethically, and professionally while representing my company and working alongside Moxness Renovation Advisors.

☐ I have read, understand, and agree to the Project Standards outlined above.

10. Quotation Standards

I acknowledge and agree that:

- All quotations submitted will be based solely on the scope of work provided by Moxness Renovation Advisors.
- Any exclusions, assumptions, or alternate pricing will be clearly identified within my quotation.
- Submitted pricing will remain valid for _____ days unless otherwise stated in writing.
- Any changes affecting pricing or scope after submission must be communicated and approved before additional work proceeds.
- Submission of a quotation does not guarantee the award of a project.

☐ I have read, understand, and agree to the Quotation Standards outlined above.

11. Payment Information

Preferred Payment Method: _____

GST Registered?

☐ Yes

☐ No

Accounts Receivable Contact: _____

Invoice Email Address: _____

12. Emergency Contact

Name: _____

Relationship: _____

Phone Number: _____

13. Declaration

I certify that all information provided in this application is true and accurate to the best of my knowledge. I understand that approval as a Contractor Partner or Vendor with Moxness Renovation Advisors does not guarantee project awards. Project opportunities will be offered based on project requirements, qualifications, availability, pricing, performance, and overall suitability.

Contractor Name: _____ **Signature:** _____

Company Name: _____ **Date:** _____