

Dear Specialty or Ductless Heat Pump Contractor:

Thank you for your interest in being on the HomeWise Specialty and/or Ductless Heat Pump (DHP) Contractor Roster. In order for your application to be considered for addition to our roster, you must submit the following documents:

- 1) Completed Contractor Information Form
- 2) Signed Suspension and Debarment Letter
- 3) Proof of General Liability Insurance (\$1,000,000 per occurrence)
- 4) Proof of Automobile Insurance (\$1,000,000 per accident)
- 5) Copy of Washington State Business License
- 6) Copy of City of Seattle Business License
- 7) Signed W-9 and UBI Number
- 8) Copy of payment and performance bond
- 9) Evidence that you are a NEAA-approved DHP installer (DHP contractors only)

Applications will not be considered until all required documents are submitted. Acceptance onto the roster is contingent upon successful completion of two similar projects in the past 12 months, as verified by reference calls.

If you have any questions, please contact Bobby Lindsay at (206) 684-0241 or [bobby.lindsay@seattle.gov](mailto:bobby.lindsay@seattle.gov).

Sincerely,

HomeWise