

Sub-Trades Application Form

Applicant Information

Company: _____ **Date:** _____

Owner 1: _____ **Owner 2:** _____

Last First Last First

Address: _____

Street Address Unit #

City Province Postal Code

Phone: () _____ **E-mail:** _____

Fax: () _____ **Website:** _____

Business Information

No. Years in Business: _____ **GST #:** _____

Do you have WCB coverage? Yes No (if yes, provide copy of Clearance Letter.)

Do you have liability insurance? Yes No (if yes, provide copy of insurance certificate)

Do you have a Trade Certificate? Yes No (if yes, provide a copy of your trade certificate)

Major Suppliers:

1. Name: _____ **Phone:** _____

2. Name: _____ **Phone:** _____

3. Name: _____ **Phone:** _____

Background Check

Please be advised that all sub-trade applicants may be required to undergo a background check prior to being approved for project work with reVISION Custom Home Renovations Inc. Please complete the attached authorization form to indicate your consent to having a background check completed on you, should it be necessary.

Expectations of Sub-Trades

All sub-trades who work with reVISION Custom Home Renovations Inc. must agree to the expectations specified on the reverse. Please initial here to indicate that you have read and agree to meet these expectations should you be contracted for one of our projects. _____

Disclaimer and Signature

I certify that the above information is true and correct.

Signature: _____ **Date:** _____

Expectations of Sub-Trades

reVISION Custom Home Renovations Inc. expects all sub-trades to meet the following expectations should they be contracted to work on a client project.

Initials
(to indicate agreement)

- You must provide your own first aid kit in your vehicles and/or on the project site. _____
- You are expected to maintain a safe, clean work site and clean up at the end of the day. _____
- If you are unable to make a scheduled appointment, you must call the Project Manager or client as soon as you are aware that you will miss or be late for the appointment. _____
- Should you, or your employees, be the last one on-site at the end of the day, you are responsible for ensuring the site is secure. _____
- Should you, or your employees, have any concerns with the work performed by another trade, you must advise the Project Manager only. _____
- Should you cause any damage, you must report the problem to the Project Manager immediately. You are expected to assist with developing a solution to resolve the situation. The cost of any damage, the time required to coordinate the repairs, and the cost of the repairs will be back-charged to you. _____
- Any client requests for additional work must be approved by the Project Manager prior to proceeding. _____
- You are expected to conduct your own due diligence to ensure that any contractors you employ are fully qualified and have passed a background check. _____
- You are responsible for communicating these Sub-Trade Expectations to any sub-contractors who you employ. _____
- No smoking on the job site. Smoking must occur off property on the sidewalk or beyond. _____
- If a port-a-potty is provided, owner's bathrooms will not be used by any sub-trades. _____
- The sub-trades will come equipped with all tools and materials required to do their job. The owner's tools will not be used (including ladders, brooms, buckets, etc) _____
- Provide a warranty for minimum 2 years _____
- Any Changes to the original scope of work are to be documented and approved by the Project Manager before proceeding _____
- Work to be carried out according to WorkSafe standards _____
- Please provide a list of Green Building materials and/or practices that you can bring to the reVISION team?

