

Cover Letter Subcontractor Registration Form

Date: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

To complete the registration process with BROM Builders, we need to have on file at the main office the following documentation from an authorized representative of your company:

- Completed, signed **Registration Form**.
- Completed, Signed **W-9 Form**.
- An Original **Certificate of Insurance** from your insurance agent naming BROM Builders, Inc. as the certificate holder, as well as Additionally Insured. Certain projects may require other parties as additionally insured; check contract documents to ensure compliance.
- A Workers **Compensation Waiver Form** if you do not have Workers Compensation Insurance.
- The completed, signed **Job Site Safety Questionnaire**.

This information must be on file at our office prior to starting work on our job site. Failure to do so will hold up the payment process. We appreciate your willingness to comply with our requirements and look forward to a mutually beneficial working relationship with your company.

Please feel free to call the main office if you have any questions regarding any of the required information.

Sincerely,

BROM Builders, Inc.

Carol Mastronunzio  
Office Manager



... A Tradition of Construction Excellence

207 West Town Street
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CUSTOM HOME BUILDING

Since 1978

CT NHCC Reg. #98

Subcontractor Registration Form

Name of Business: Phone No:

Contact Person & Title: Cell #:

Business Address:

E-mail Address: Fax #:

Business is: (check one of the following) Sole Proprietor Partnership Corporation

Certified Small Business (Attach Copy of Certificate)
Certified Minority Business (Attach copy of certificate)

Year Established Contractor's License No.:

How many employees do you have? Do you hire subcontractors?

Income generated by this business operation will be reported to the IRS using what tax ID?
\*\*\*Please fill out and submit a W-9 tax form.\*\*\*

Insurance Agent: Phone:

Address:

NOTE : BEFORE STARTING WORK,

- 1. Please have your agent send us a Certificate of Insurance listing BROM Builders, Inc. as a certificate holder. BROM Builders, Inc. must also be listed as additionally insured. Certain projects may require other parties as additionally insured; check contract documents to ensure compliance.

General Liability Coverage Limits Required by BROM Builders, Inc. is minimum \$500,000/\$1,000,000.

- 2. Please fill out the appropriate Workers' Compensation Affidavit and have it notarized. We keep these forms in the main office. (We can notarize it for you if you fill out the form at our office.)

Which bank handles your business account?

If you supply materials to the job site, who are your principal suppliers? List name and branch location.

Please list two trade references. Include Company, Contact Name and Phone Number.

X Signature of Business Owner

Date