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**DEBBIE DE LEON, Vice-Chair**  
**DEB NOLAN**



[www.inghamlandbank.org](http://www.inghamlandbank.org)

Chair  
**ERIC SCHERTZING**

Executive Director  
**MARY RUTTAN**

## **Ingham County Land Bank Fast Track Authority**

422 Adams Street • Lansing, Michigan 48906 • phone (517) 267-5221 • fax (517) 267-5224

### **INSTRUCTIONS TO COMPLETE THE CONTRACTOR APPLICATION**

Thank you for your interest in joining the Contractor Bidders list for Ingham County Land Bank. Below are a few simple instructions for completing our Contractor Application:

**If your business is licensed in more than one area of work**, for example, electrical and plumbing or building and lead abatement, **please provide a separate application and separate customer references for the different areas**. You may make copies of the blank green form or contact our office for more copies. We must have customer references that refer to the particular kind of work you wish to provide for the Land Bank. Plumbing references are not acceptable for Electrical work or Lead Abatement work. Lead Abatement references are not acceptable for Mechanical work, etc.

1. Please type or print legibly.
2. Please make sure you fill out all six pages completely, including FAX numbers where requested.
3. The Business name or Contractor's name must be the same on the application as it appears on the Contractor's license or other applicable licenses or DBA documents. The business name **MUST BE** on the license unless you are a sole proprietorship.
4. If your company does certain work under licenses held by people other than the owner, partners or corporation officers, you must provide copies of those licenses and other relevant information for the person(s) holding the license(s).

#### **WHEN RETURNING THE APPLICATION - BE SURE TO INCLUDE:**

1. All copies of appropriate licenses, certifications, or identifications required for your type of work (Such as, but not limited to, Contractor license, Master license, State ID for lead abatement, lead contractor license, Building Wreckers license, RRP Certification from EPA, etc.).
2. A copy of your certificate of liability insurance showing your general liability, vehicle liability and workers' compensation coverage. The insurance must be issued in the name of the company or person as it appears on your license and must meet the requirements listed in our "Vendor Insurance Policy" requirements. When you are contracted for a job, you will be asked to update your insurance with us as an additional insured and send a new copy of the insurance to: Ingham County Land Bank Fast Track Authority, 422 Adams Street, Lansing, Michigan 48906 The insurance company may fax us the certificate if you prefer at (517) 267-5224.
3. If you are doing business under a name other than the owner's name, please provide a copy of the DBA documentation.
4. Completed W-9 form.
5. Return by mail. Please do not fax.

We look forward to hearing from you. If you have any questions, please contact the Ingham County Land Bank at (517) 267-5221.