



Check-off List for Master Builder Applications

- Application** information completed
- Master Builder Sponsor** signed application
- Master Builder Agreement** signed by applicant
- Homeowner Reference letter #1** letter
- Homeowner Reference letter #2** letter
- Homeowner Reference letter #3** letter
- Supplier References** letter
 - **Supplier Letter #1**
 - **Supplier Letter #2**
 - **Supplier Letter #3**
- Trades Reference** letter
- Education...** Individual credit sheets
 - **12 hours** Business Management Field
 - **8 hours** Technical Field
- Copy of **contract** included
- Contract has **arbitration clause** as specified
- Contract has **disclaimer**
- One-year Limited Warranty** included
- Warranty includes **minimum state standards**
- Workers Compensation certificate** included
- General Liability Insurance certificate** included
- Payment** for \$250 application fee included