

**CRCA STANDARD FORM OF ROOFING CONTRACTORS  
QUALIFICATION STATEMENT – At-Large Member**

- 1. Roofing Contractor's Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Year of Incorporation \_\_\_\_\_ Province of Incorporation \_\_\_\_\_

*Please submit a copy of your incorporation documents.*

- 2. Names and Titles of Contractor's Officers, Partners, Individual Owner**
- (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

- 3. Other Trade Affiliated Associations to which contractor belongs**
- (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

- 4. Average annual number of employees**  
Roofers: \_\_\_\_\_ Sheet metal workers: \_\_\_\_\_ Journeymen: \_\_\_\_\_

- 5. (a) Do you sublet all or part of your roofing work?      Yes or no (circle one)**  
**(b) Do you sublet all or part of your sheet metal work?      Yes or no (circle one)**

If YES in either (a) or (b), please explain the reasons for doing so.

\_\_\_\_\_  
\_\_\_\_\_

- 6. Do you own or lease your roofing equipment?      Own or lease (circle one)**

- 7. Union Affiliation and Local Number (if applicable)** \_\_\_\_\_

**8. Approximate annual income of roofing work done in the past four (4) years**

	20_____	20_____	20_____	20_____
Roofing income	\$_____	\$_____	\$_____	\$_____
Percentage of total income	_____%	_____%	_____%	_____%

**9. Insurance information**

Insurance company's name \_\_\_\_\_

Agent's name \_\_\_\_\_ Tel. # \_\_\_\_\_

Policy # \_\_\_\_\_ Liability coverage \$ \_\_\_\_\_ Liability deductible \$ \_\_\_\_\_

Does the insurance policy contain a hot work endorsement? Yes or no (circle one)

*Please include a copy of the insurance policy certificate of coverage. It is recommended that CRCA members carry a minimum of \$5 million in liability coverage.*

**This information must be submitted annually to CRCA to maintain your membership.**

**10. Financial references**

(a) Bank \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Contact \_\_\_\_\_

(b) Name of bonding or surety company \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Contact \_\_\_\_\_

(c) Other financial or credit references \_\_\_\_\_

(i) Name of Agency \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Contact \_\_\_\_\_

(ii) Name of Agency \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Contact \_\_\_\_\_

(d) Has there been any legal proceeding against your company in the last 5 years?

Please explain: \_\_\_\_\_

\_\_\_\_\_

- (d) Have you or any of your principles/partners within this company declared bankruptcy within the last 10 years?

Please explain: \_\_\_\_\_

\_\_\_\_\_

**11. Occupational Health and Safety**

- (a) Are you a member in good standing with the Workers Compensation Board in your province?

Yes or No (please circle one)

*Please provide a current copy of your provincial WCB clearance certificate.*  
**This information must be submitted annually to CRCA to maintain your membership.**

- (b) Is your company COR (The Certificate of Recognition program) certified in your province?

Yes or No (please circle one)

*Please provide a current copy of your provincial COR certificate.*  
**This information must be submitted annually to CRCA to maintain your membership.**

**12. Business licence**

Please submit a copy of your business licence which must be located in a commercially zoned property or a property that can be lawfully used for commercial purposes.

**13. Names and suppliers from whom you have purchased roofing materials in the past eighteen (18) months**

\_\_\_\_\_ Tel. # \_\_\_\_\_

\_\_\_\_\_ Tel. # \_\_\_\_\_

\_\_\_\_\_ Tel. # \_\_\_\_\_

**14. List three principal projects your company has completed in the past five (5) years**  
***Please include the final completion inspection report for each project.***

- (i) Project \_\_\_\_\_ Completion date \_\_\_\_\_  
Roofing contract value \$ \_\_\_\_\_ Roofing system applied \_\_\_\_\_  
New construction \_\_\_\_\_ Re-roofing \_\_\_\_\_  
Owner \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Architect/Engineer/Consultant \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_
- (ii) Project \_\_\_\_\_ Completion date \_\_\_\_\_  
Roofing contract value \$ \_\_\_\_\_ Roofing system applied \_\_\_\_\_  
New construction \_\_\_\_\_ Re-roofing \_\_\_\_\_  
Owner \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Architect/Engineer/Consultant \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_
- (iii) Project \_\_\_\_\_ Completion date \_\_\_\_\_  
Roofing contract value \$ \_\_\_\_\_ Roofing system applied \_\_\_\_\_  
New construction \_\_\_\_\_ Re-roofing \_\_\_\_\_  
Owner \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Architect/Engineer/Consultant \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

**14. List principal projects your company has in progress**

- (i) Project \_\_\_\_\_  
Roofing contract value \$ \_\_\_\_\_ Roofing system applied \_\_\_\_\_  
New construction \_\_\_\_\_ Re-roofing \_\_\_\_\_  
Owner \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Architect/Engineer/Consultant \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_
- (ii) Project \_\_\_\_\_  
Roofing contract value \$ \_\_\_\_\_ Roofing system applied \_\_\_\_\_  
New construction \_\_\_\_\_ Re-roofing \_\_\_\_\_  
Owner \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Architect/Engineer/Consultant \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_
- (iii) Project \_\_\_\_\_  
Roofing contract value \$ \_\_\_\_\_ Roofing system applied \_\_\_\_\_  
New construction \_\_\_\_\_ Re-roofing \_\_\_\_\_  
Owner \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Architect/Engineer/Consultant \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

**15. I hereby advise that the information provided is true and correct to the best of my knowledge**

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Please ensure that the Qualification Statement document is fully completed and includes the documents listed below. An incomplete document will delay your application process.

- Insurance policy certificate of coverage
- Provincial WCB clearance certificate
- Provincial COR certificate
- A copy of your business licence
- The final completion inspection report for each project completed