



Housing Authority  
of the  
City of San Buenaventura  
Denise Wise, Chief Executive Officer

BOARD OF COMMISSIONERS

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Dear Contractor

The Housing Authority of the City of San Buenaventura implements the City of San Buenaventura's (City of Ventura) Mobile Home Rehabilitation Grant Program (MHRGP). This MHRGP is a federally funded program with a maximum assistance of \$7,500 per household and the City of Ventura will pay the invoice for the work done for each property assisted up such amount. As a courtesy to mobile home owners the City of Ventura provides a list of contractors which have been verified to the City's standards and are placed on an Approved Contractor's List. The purpose for this List is to provide another source in locating contractors to assist mobile homeowners without the burden of having them verify contractor status.

If you would like to be on the Approved Contractor's List, please submit completed forms and provide copies of current documents below.

1. **Contractors' Certification** - signed
2. **W-9 Form** - with a current date and signed
3. **State of California Contractor's License**
4. **City of San Buenaventura Business License**
5. **Certificate of General Liability Insurance Coverage** equivalent to \$1,000,000 ea. Single occurrence, and \$2,000,000 aggregate, with City of San Buenaventura listed as Certificate Holder
6. **Certificate of Auto Liability Insurance Coverage** equivalent to \$1,000,000 for owned, hired and non-owned vehicles per occurrence (or non-owned & hired if contractor has no autos) and \$2,000,000 aggregate, with City of San Buenaventura listed as Certificate Holder
7. **Certificate of Worker's Compensation Insurance Coverage**, with the City of San Buenaventura listed as a Certificate Holder or
8. Proof of **State of California Exemption for Worker's Compensation Insurance**

Please verify that all documentation submitted has not expired. Please submit documents including the Contractor's Certification (next page) via fax or email ([njasso@hacityventura.org](mailto:njasso@hacityventura.org)). For questions please email or call (805) 648-5008 ext. 2247.

**CONTRACTORS' CERTIFICATION**

The UNDERSIGNED CONTRACTOR CERTIFIES that all information given herein is substantially correct and further agrees:

1. The State of California Contractor's License Class No. \_\_\_\_\_ and Expiration \_\_\_\_\_ and bond are therefore current, and the undersigned Contractor agrees to maintain in "current status" all license and bonds as required by the City of San Buenaventura.
2. Work will be performed in accordance with the requirements of the Local Municipal Code and subject to a clear final inspection by the project inspector.
3. That if work will be performed by the Contractor is found to be unsatisfactory by the administering agency or if contract relations between the contractor, homeowner, or other parties are found to be unsatisfactory, that the administering agency may remove the contractor's name from the approved list.
4. Adequate Liability and Auto Insurance and Workman's Compensation will be provided, and a copy of the policy will be submitted herewith.
5. Contractor will abide by U.S. Department of Housing and Urban Development regulations pertaining to equal employment opportunity.
6. All releases required in conjunction with the Mechanic's Lien Law will be furnished on demand.
7. Alterations to original manufactured items of a Mobile Home may require necessary State Permit (HCD 415).
8. Alterations to original exterior add-ons may require appropriate City of San Buenaventura permits for both Mobile Homes.
9. That no more than \$7,500.00 can be funded by the City of San Buenaventura's Mobile Home Program and any costs in excess will be the sole responsibility of the Mobile Home participant(s) to pay.
10. Becoming an eligible contractor with the City of San Buenaventura does not guarantee work of any kind.

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_ Phone

\_\_\_\_\_ Owner's signature

\_\_\_\_\_ Date

\_\_\_\_\_ Print Name