

# HOME IMPROVEMENT CONTRACTOR APPLICATION INSTRUCTIONS

Checks or money orders should be made payable to: *"Treasurer, State of Connecticut"*

Registration Fees: (\$60.00 Registration Fee/\$100.00 Guaranty Fund Fee Prorated Quarterly)		
If your application is <u>received</u> by this Department between:	Your payment is:	
	TOTAL FEE	EXPIRATION
December 1, 2006 – February 28, 2007	\$160.00	11/30/2007
March 1, 2007 – May 31, 2007	\$120.00	11/30/2007
June 1, 2007 – August 31, 2007	\$80.00	11/30/2007
September 1, 2007 – November 30, 2007	\$200.00	11/30/2008

All applicants applying for a home improvement registration must complete the appropriate sections as indicated below:

If you are applying as an **INDIVIDUAL**, complete:

**SEC I. Individual Information**

If applicable, print your trade (business) name.

\* If your business and residence address are different, complete your business address and add your personal residence address to Section III.

**SEC II. Organizational Structure**

Check "Sole Proprietorship"

**SEC IV. Relevant Information**

Answer all questions listed.

**SEC V. Notarized Signature**

If you are applying as a **PARTNERSHIP**, complete:

**SEC I. Business Information**

Print your business information.

**SEC II. Organizational Structure**

Check "Partnership"

**SEC III. Personal Information**

Complete the personal information and residence address for each partner.

**SEC IV. Relevant Information**

Answer all questions listed.

**SEC V. Notarized Signature**

Each partner must have his/her signature notarized.

If you are applying as a **CORPORATION** or **LIMITED LIABILITY COMPANY** or **LIMITED LIABILITY PARTNERSHIP**, complete:

**SEC I. Business Information**

Print your business information.

**SEC II. Organizational Structure**

Check "Corporation" and submit a copy of your Articles of Organization or

Check "Limited Liability Company" and submit a copy of your Articles of Organization (Foreign

Corporations, LLC's

and LLP's shall provide an acceptance letter from the

Connecticut Secretary of State's office stating their Articles of Organization)

Check "Limited Liability Partnership"

**SEC III. Personal Information**

Complete the personal information and residence address for the contractor of record and ALL Corporate officers, LLC or LLP members;

**SEC IV. Relevant Information**

Answer all questions listed.

**SEC V. Notarized Signature**

At least one (1) Corporate Officer, LLC or LLP Member must have his/her signature notarized.

To obtain additional information, please contact the following agencies:

Department of Consumer Protection:  
165 Capitol Avenue  
Hartford, CT 06106

Home Improvement Unit (860) 713-6110  
Email: [trade.practices@po.state.ct.us](mailto:trade.practices@po.state.ct.us)  
Web Site: [www.ct.gov/dcp](http://www.ct.gov/dcp)

Certificate of Authority for Out of State Corporations: Secretary of State for Connecticut, 30 Trinity Street, Hartford, CT 06106  
And Articles of Organization Information (860) 509-6200 or [www.sots.state.ct.us](http://www.sots.state.ct.us)

# QUESTIONS AND ANSWERS ABOUT CONNECTICUT'S HOME IMPROVEMENT LAW

***Q: Who is required to register with the Department of Consumer Protection under the Connecticut Home Improvement Act?***

A: Home improvement contractors and salespersons contracting to work on residential property; anyone signing a contract with a homeowner must register.

***Q: What is a "Home Improvement Contractor"?***

A: Anyone who performs or offers to perform any home improvement, unless the home improvements total \$1,000 or less in a 12 month period or any single contract is worth less than \$200.00.

***Q: What is the definition of "Home Improvement"?***

A: Home improvement is any permanent change to residential property, including but not limited to driveways, swimming pools, porches, garages, roofs, siding, insulation, solar energy systems, flooring, patios, landscaping, painting, radon mitigation, residential underground oil tank removals, fences, doors, windows and waterproofing, unless the work contracted for is worth less than \$200.00.

***Q: What work is not home improvement?***

A: The following work is exempt:

- (1) new home construction; (a separate registration is required for new home construction)
- (2) work on commercial or business property,
- (3) work related to easily removable appliances, and
- (4) work performed without pay by the owner on his own private residential property.

***Q: What are four basic requirements of registered contractors?***

A: The following:

- (1) certificates of registration which are not transferable to other persons,
- (2) contractors must show their registration certificate to customers or potential customers who request it,
- (3) registration numbers must be included in any advertising, including contracts, business cards, vehicles, etc., and
- (4) the contractor shall provide and deliver to the owner a free, completed copy of the contract at execution.

***Q: What provisions must be part of a home improvement contract?***

A: All of the following provisions are required for a valid legal contract:

- (1) in writing,
- (2) signed by the owner and the contractor,
- (3) contains the entire agreement between the owner and the contractor,
- (4) contains the date of the transaction,
- (5) contains the name and address of the contractor,
- (6) contains a notice of the owner's three day right of cancellation,
- (7) contains a starting date and completion date, and
- (8) the contractor signing the contract is properly registered.

Notes:

(1) These question and answers are provided as a brief overview of the CT Home Improvement Act and Home Solicitation Sales Act in plain language. The specific legal provisions of the law can be found in Chapters 400 and 740 of the CT General Statutes.

(2) If you would like a copy of a booklet entitled, "The Connecticut Home Improvement Contractor," please call the Department of Consumer Protection at 860-713-6110 or 1-800-842-2649 or download from our web site at [www.ct.gov/dcp](http://www.ct.gov/dcp)



**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
License Services Division  
165 Capitol Avenue  
Hartford, CT 06106  
Web Site: [www.ct.gov/dcp](http://www.ct.gov/dcp)**

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**APPLICATION FOR HOME IMPROVEMENT CONTRACTOR**

**Sec. I Applicant Information. Please type or print**

Name of Individual, Partnership, Corporation, LLC or LLP			
Trade (Business) Name			
Street Address			PO Box
City		State	Zip Code
Business Phone (with area code)	Home Phone (with area code)	Have you filed a Trade Name Certificate at the Town Clerk's Office where your business is located? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Necessary	
Social Security #	Date of Birth	Driver's License #	State

If you are using an answering service or mail drop identify the name and address of this service:

Name	Address (Street, City, State, Zip Code)
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\*For Sole Proprietors: If your business address is different from your residence address, list your business address above and print your residence address in Sec. III.

**Sec. II Organizational Structure:**

- Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Limited Liability Partnership

**Sec. III Personal Information** List Persons Associated with Ownership (Contractor of Record/Corp. Officers/Partners/LLC /LLP Members)  
Attach additional sheets as necessary.

Name of <b>Contractor of Record</b> (For Corporations)		Signature
Residence Street Address		PO Box
City	State	Zip Code
Home Phone (with area code)	Social Security #	Date of Birth
Driver's License #	State	

Name		Title
Residence Street Address		PO Box
City	State	Zip Code
Home Phone (with area code)	Social Security #	Date of Birth
Driver's License #	State	

Name		Title
Residence Street Address		PO Box
City	State	Zip Code
Home Phone (with area code)	Social Security #	Date of Birth
Driver's License #	State	

