

# Contractor Approval Checklist

Below is a checklist of items required to perform a contractor review. Once a contractor has been approved by the Construction Lending Department, they will *not* have to go through the approval process again for one year.

Completed Contractor Profile. NOTE: Must be signed by the contractor.

Verification of contractor's license with state website (where house is being built):

Verification of Good Standing with the Secretary of State

General Liability Insurance and Worker's Comp Policies showing GMFS as the certificate holder

GMFS loan number

Signed Contract between borrower and builder

*GMFS, LLC  
Attn: Construction Lending  
7389 Florida Blvd Ste 200A  
Baton Rouge, LA 70806*

Email the completed 2 page package to: [constructionhelpdesk@gmfslending.com](mailto:constructionhelpdesk@gmfslending.com)

**Please allow up to 48 hours to process the review.**

GMFS Contractor Profile | Last updated 05/07/2026

# Contractor Profile Report

## CONTRACTOR INFORMATION

Contractor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

## ORGANIZATION

Type of Organization: Corporation Partnership LLC Joint Venture Individual  
 Number of years in which organization has been in business? \_\_\_\_\_  
 Other Co. Names? \_\_\_\_\_  
 List jurisdictions legally licensed/qualified to conduct business: \_\_\_\_\_  
 Tax ID Number: \_\_\_\_\_ License Number: \_\_\_\_\_

## SUPPLIER REFERENCES

Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Acct #: \_\_\_\_\_  
 Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Acct #: \_\_\_\_\_  
 Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Acct #: \_\_\_\_\_

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against you or your organization or its officers? \_\_\_\_\_ If yes – describe in an attached document and provide 3<sup>rd</sup> party documentation  
 Have you or your organization filed any lawsuits or requested arbitration with regard to construction contracts within the past five (5) years? \_\_\_\_\_ If yes – describe in an attached document and provide 3<sup>rd</sup> party documentation

## INSURANCE

Liability Insurance Carrier: \_\_\_\_\_ (must provide current declarations page w/minimum of 1mm per incident)  
 Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Workman's Comp Insurance Carrier: \_\_\_\_\_  
 Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor represents and warrants that all information in this Contractor's Profile is complete and accurate. Contractor authorizes the borrower, and/or the lender, to contact the references listed above to verify the information represented in this Contractor Profile.

Signature: \_\_\_\_\_  
 Typed/Written Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

**In addition to this completed form Contractor must provide copy of State/Local Licenses, Copy of current Liability Insurance, Copy of final repair bid, and fully executed Lender required documents to include a fully executed W-9.**