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**HOME IMPROVEMENT  
BASIC CONTRACTOR INFORMATION FORM**

NOTE: This HOME IMPROVEMENT BASIC CONTRACTOR INFORMATION FORM is NOT intended to be a substitute for a legally binding contract. You should seek legal assistance for the completion of a contract.

**\*\* BEFORE SIGNING ANY CONTRACT FOR WORK, CHECK WITH THE CITY'S DEVELOPMENT SERVICES DEPARTMENT AT 207-1111 (Prompt 3) or 207-8314 TO ENSURE THE CONTRACTOR IS LICENSED for HOME IMPROVEMENT WORK. The City performs background checks on all contractors it licenses. Consumer contracts must contain 3 business day cancellation clause.**

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NAME OF COMPANY: \_\_\_\_\_

CONTRACTOR OR REPRESENTATIVE: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ State: \_\_\_\_\_ VEHICLE LICENSE #: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS TELEPHONE NUMBER: (AREA CODE) \_\_\_\_\_ NUMBER: \_\_\_\_\_

BUSINESS CELL / ALTERNATE PHONE: (AREA CODE) \_\_\_\_\_ NUMBER: \_\_\_\_\_

HOME IMPROVEMENT CONTRACTOR LICENSE # \_\_\_\_\_

*To verify contractor is licensed, call the Development Services Department of the City of San Antonio at 207-1111, Prompt 3.*

PROPOSED WORK TO BE DONE: \_\_\_\_\_

COST OF WORK TO BE DONE: \_\_\_\_\_ START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

All work should have a city inspection permit attached and will be issued to the contractor, NOT THE HOMEOWNER. All work must meet building codes and regulations. \_\_\_\_\_  
(initialed by contractor)

**DIAL 911 IN EMERGENCY SITUATIONS!**

**WARNING!**

**IF THE INDIVIDUAL TRYING TO DO BUSINESS WITH YOU REFUSES TO PROVIDE THE INFORMATION REQUESTED ON THIS FORM, DO NOT ENTER INTO ANY AGREEMENT WITH THE CONTRACTOR AND CALL THE POLICE DEPARTMENT AT 207-7484 TO REPORT THE INCIDENT. DO NOT GIVE THE CONTRACTOR ANY MONEY.**