

# THE NEW TOWN AT ST. CHARLES CONTRACTORS GUILD

## APPLICATION FOR MEMBERSHIP

*Established in the ongoing pursuit of improved quality in the construction industry and  
The New Town at St. Charles Community*

**DIRECTIONS:** Complete by answering all questions and providing the information requested. Use the reverse side of this form or separate sheets of paper if necessary. **Return the completed application to the Guild Manager at the address below with the application fee of \$500 in the form of a check made payable to The New Town at St. Charles Contractor's Guild,** Please note that the Guild Membership Committee will not review an incomplete application. *Contact the Property Manager at 636-916-2085 if you have further questions.*

1. **Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Name and Title of Company Contact:** \_\_\_\_\_

2. Provide a brief description of the company, including state(s) of organization and operation, names of officers and key employees, number of years in operation and landscaping experience. Include a brochure, if available.

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3. Number of employees? \_\_\_\_\_

4. Number of projects completed in the past twelve months? \_\_\_\_\_ The last 3 years? \_\_\_\_\_

5. On the reverse side of this page or on a separate sheet of paper, provide a brief description of the last eight (8) projects completed by the company. Include a description of the major elements of the project, the completion time, materials used and approximate contract value of each project.

6. Provide five trade references. Include at least two suppliers.
  - 1)
  - 2)
  - 3)
  - 4)
  - 5)
7. On the reverse side of this page or on a separate sheet of paper, please provide the name, address and telephone number for each contractor that the company has worked with in the last 12 months or that the company has an ongoing business relationship with and describe the nature of work or relation ship.
8. Using the reverse side of this page or a separate sheet of paper, provide a list of the company's clients in the past 3 years with the following contact information: full name and address, address of the project site, phone numbers, and E-Mail Address.
9. Has the company been involved in litigation in the last five years? Yes\_\_\_\_\_ No \_\_\_\_\_
10. Please provide a copy of each of the following:
  - 1) Certified articles of organization and bylaws or similar documents.
  - 2) Proof of Liability Insurance.
  - 3) Financial Statements or Profit & Loss Statement & Budget for the past three years.
11. By signing this application the applicant authorizes the Membership Committee to obtain credit reports from each of the major credit bureaus. For the purposes of obtaining the credit reports, please provide the company's Federal Employer Identification Number: \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**The Membership Committee will not consider Applicants that provide inaccurate or incomplete contact information.**

**The New Town at St. Charles  
3307-1 Domain St., St. Charles, MO 63301  
(636) 916-2085**