

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

RESIDENTIAL LENDING AND REHABILITATION SERVICES

250 FRANK H. OGAWA PLAZA, SUITE 5313

OAKLAND, CALIFORNIA 94612-2034

ResidentialLending@OaklandCA.gov

<https://www.oaklandca.gov/resources/accessory-dwelling-unit-loan-program-adulp>



CITY OF OAKLAND

**RESIDENTIAL LENDING & REHABILITATION SERVICES
ACCESSORY DWELLING UNIT LOAN PROGRAM (ADULP)**

CONTRACTOR APPLICATION INSTRUCTIONS

To apply as an approved bidder for the Accessory Dwelling Unit Loan Program, complete and return the application on the following pages and return the following documents with your application to ResidentialLending@oaklandca.gov.

- Sample Project Bid / Itemized Client Estimate

- Sample Contract

- Evidence of EPA Lead Certification (or if pending, statement of when expected): <https://www.epa.gov/lead/getcertified>

- Evidence of Insurance Coverage:
 - See City of Oakland Insurance requirements per [Schedule Q1](#).
 - Minimum coverage includes General Liability, Professional Liability, and Worker's Compensation.
 - The lender may impose higher limits or additional coverage depending on the Scope of Work.

Complete the following survey before you begin to better understand the requirements of the program: <https://forms.gle/EiNxui3Xb4oJjf7q8>

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CONTRACTOR APPLICATION

To be added to the list of contractors approved to bid on Residential Lending projects, complete and return this application to ResidentialLending@oaklandca.gov with a copy of your Contractor's License

NAME OF FIRM		LICENSE HOLDER		
BUSINESS ADDRESS		CITY	STATE	ZIP
BUSINESS PHONE	PRIMARY CONTACT	CONTACT PHONE		
EMAIL ADDRESS	WEBSITE	ALTERNATE/MOBILE PHONE		
CONTRACTOR LICENSE NO.	CLASSIFICATION(S)	EXPIRATION DATE	EMPLOYER TAX ID/SSN	

**NAME(S) OF SOLE PROPRIETOR, PARTNERS (if partnership),
OR CORPORATE OFFICERS (if corporation or limited liability company).**

NAME	TITLE	SSN	PHONE

Other Cities in which your firm or principals have operated:

Select Residential Lending Programs of Interest:

- HMIP: Home Maintenance & Improvement Program (health and safety related repairs, including building code deficiencies)
- AIP: Access Improvement Grant Program
- LSHP: Lead-Safe Homes Program: exterior house painting and other related lead-based paint hazard reduction services
- (EHRP) Emergency Home Repair Program: Emergency repairs to address violations issued by a Public Official
- (ADULP): Accessory Dwelling Unit Loan Program for Owner Occupied Single Family Homes

Have you ever filed bankruptcy? YES NO

Do you have an Oakland Business License? YES NO License No: _____

Do you have a (Supervisor) Lead Abatement Operative Certification? YES NO

Do you have an EPA Certification? YES NO Date Received: _____

BUSINESS REFERENCES: (2 or more, include banks, material suppliers, creditors, etc.)

FIRM'S NAME	CITY	CONTACT	PHONE

LIST CONSTRUCTION EXPERIENCE OF EACH OF THE PRINCIPALS:
(Indicate if new construction, rehabilitation, historic renovation, lead abatement, etc. and use additional page if needed)

NAME	YEARS IN BUSINESS
EXPERIENCE	
NAME	YEARS IN BUSINESS
EXPERIENCE	
NAME	YEARS IN BUSINESS
EXPERIENCE	
NAME	YEARS IN BUSINESS
EXPERIENCE	

RECENT CUSTOMERS FOR WHOM YOU HAVE DONE WORK: *Prioritize Oakland Projects.*
(Please include project cost, approximate date work was completed; and photos if available.)

NAME	ADDRESS	PHONE
PROJECT COST	DATE COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO PHOTOS PROVIDED?
DESCRIPTION OF WORK		

NAME	ADDRESS	PHONE
PROJECT COST	DATE COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO PHOTOS PROVIDED?
DESCRIPTION OF WORK		
NAME	ADDRESS	PHONE
PROJECT COST	DATE COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO PHOTOS PROVIDED?
DESCRIPTION OF WORK		
NAME	ADDRESS	PHONE
PROJECT COST	DATE COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO PHOTOS PROVIDED?
DESCRIPTION OF WORK		

The undersigned certifies that all information given herein is correct and that the information may be verified from any source and further agrees:

- 1) That the California Contractor’s License and bond are current and that the undersigned agrees to maintain all licenses and bonds as required by the State of California and the City of Oakland.
- 2) That the contractor will perform the work in accordance with the description of work, general specification and all applicable City of Oakland codes and regulations and be subject to final inspection by the City of Oakland.
- 3) That if the work performed by the Contractor is found to be unsatisfactory or if the contract relations between the contractor, homeowners, or other parties are found to be unsatisfactory, the City may remove his/her name from the list of selected contractors without notice.
- 4) That he/she will abide by all applicable equal employment opportunity regulations.

PRINTED NAME	TITLE
SIGNATURE	DATE