



May 1, 2011

ABC Contractors
1234 Anywhere Street
Vista, CA 92084

Dear Contractor:

The Community Development Commission (CDC) of the City of Vista would like to invite you to participate in its residential rehabilitation loan program. The program provides City of Vista home owners (single family homes, duplexes and mobile homes) a list to select licensed contractors to assist them in soliciting bids for their project.

- Rehabilitation projects range up to \$40,000 for mobile homes and \$75,000 for single family, townhomes, condominiums and duplexes.
- Contractors provide written itemized bids to owner and housing division within 45 days of request
- Different funding sources allow continuous funding of rehabilitation projects
- Partial payments, upon partial completion of work or full payment, upon completion of project are paid to the contractor in a timely manner
- Be willing to use Fund Control (and provide mechanic lien releases to same). Payments may be received in 48-72 hours)

In order to be placed on the contractors list, please complete the enclosed and provide the following:

- Current copy of contractors license
- Certificate of Worker's Compensation Insurance OR Certificate of Self Insurance from the Director of Industrial Relations
- Evidence of Liability Insurance in the amount of \$1,000,000.00 dollars
- Provide evidence of a current City of Vista Business License (this can be obtained at the time of job award)
- Completed forms enclosed (2)

If you have any questions, please call me at 726-1340, extension 1101.

Sincerely,

Teresa Graham
Senior Housing Specialist