



BBB® of Northeast Florida & Southeast Atlantic
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March 27, 2018

Dear

Due to the flood of roofing contractors (and contractors) that BBB Serving Northeast Florida & The Southeast Atlantic has recently seen coming into the area we are requesting that you please provide copies of the items listed below. If any of the items are not available or not applicable, please provide a brief explanation. I have also included a Standard Business Questionnaire (SBQ), which allows us to ensure that we have the most accurate information about your company and can help us update our records. Please complete this form and Checklist of Enclosures and return it to my attention as soon as possible.

Sincerely,

Checklist of Enclosures

- Proof of time in business locally and nationally
- Copy of any other BBB report
- Current business license-State level
- Copy of bond
- Copy of insurance
- Copy of workers comp info
- Sales and marketing materials
- Contracts presented to consumers
- Copy of company warranty and repair policy
- Do you install or have subcontractors?
- Contract from company to subcontractor
- How are subcontractors vetted/reviewed?
- Written manufacturer warranties
- Associations you are a member of
- Reference letters from consumers
- Reference letter from supplier
- Are you marketing 'hail/storm damage repair' door to door?
- Are you marketing 'hail/storm damage repair' telemarketing?
- Do you require money upfront? If so how much?
- Do you require the consumer to put the insurance check in only your company name?
- Copy of insurance appraiser license if company is using one

Please return to:
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