

## Business / Contractor Background Disclosure Form

### Form must be completed for the legal business entity applying to be licensed

Minnesota Statutes § 326B.83, Subd. 2 requires the disclosure of certain criminal, civil action, and financial information from the legal business entity applying to be licensed and its directors, officers, members, limited or general partners, controlling shareholders or affiliates. Under Minnesota Statutes § 13.41 the information provided by individuals on this form is private data while the application is pending and then becomes public pursuant to Minnesota Statutes, Chapter 13 after the license is issued. Failure to submit the Business / Contractor Background Disclosure Form, or failure to disclose any material information, or make false or misleading statements with respect to any material fact is cause to deny, suspend or revoke the license.

LEGAL BUSINESS NAME OF CONTRACTOR (Individual name only if no company name used)

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
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NAME OF CONTACT REGARDING DISCLOSURES	PHONE NUMBER
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Answer the following questions as they apply to all owners, officers, partners, members and the qualifying person. A separate form is not required for each.

1. Held a residential building contractor, remodeler, roofer, manufactured home installer or any other occupational, professional license in any state including Minnesota? <b>If yes</b> , list the state(s) below and the license type(s) for each state where you have held a license and attach a copy of the certificate or license. _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Been the subject of any inquiry or investigation by any Minnesota State Agency? <b>If yes</b> , attach a written explanation signed and dated by applicant, including specific dates, and submit copies of all letters of inquiry and resolution.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Had any occupational, professional or vocational license or permit censured, suspended, revoked, canceled, terminated or been the subject of any type of administrative action in Minnesota or any other state? <b>If yes</b> , you must attach: a) a written statement, signed and dated by applicant, explaining the circumstances of each incident; b) a copy of the Notice of Hearing or other document that states the charges and allegations; and c) a copy of the official document that establishes the resolution of the charges or any final judgment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Been charged, indicted, pleaded to or convicted of any criminal offense in any state or federal court in the past 10 years? Include felonies, gross misdemeanors or misdemeanors; do not include traffic violations. <b>If yes</b> , you must attach: a) a written statement, signed and dated by applicant, explaining the circumstances of each incident; b) a copy of the charging document; c) a copy of the official document that establishes the resolution of the charges or any final judgment; and d) if currently on probation, attach a letter from probation officer stating your compliance with terms of probation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Been a defendant in any lawsuit or been named in a civil judgment, involving claims of fraud, misrepresentation, conversion, mismanagement of funds, breach of fiduciary duty or breach of contract? <b>If yes</b> , attach written explanation signed and dated by the applicant, including specific dates, and submit copies of legal resolution.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Exercised management or policy control over, or owned 10 percent or more of the stock of any company that has failed in business or filed a bankruptcy petition or been declared bankrupt? <b>If yes</b> , list the company name(s) and attach copy of the company's bankruptcy disposition: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Been the subject of any outstanding unsatisfied judgment(s) relating to any residential contracting or residential remodeling, residential roofing or manufactured home installer activities? <b>If yes</b> , attach written explanation signed and dated by applicant, stating the reason for the outstanding judgment and the amount of the judgment and including specific dates, and submit copies of legal resolution	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Owned or controlled a business entity that has undergone a change in name, ownership or control, or has there been a sale or transfer of the applicant's business entity in the past five years? <b>If yes</b> , attach a list of the names and addresses of all prior, predecessor, subsidiary, affiliated, parent or related entities, and whether each such entity or its owner, officers, directors, members or shareholders hold more than 10 percent of the stock would have answered yes to questions 1 through 7.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Indicate whether anyone listed on the Disclosure of Business Owners, Partners, Officers and Members has been affiliated with a residential contractor, remodeler, roofer or manufactured home installer business that engaged in any activity that would result in a yes answer to the above questions 1 through 7: the applicant or the applicant's qualifying person, owners, partners, officers, directors, employees exercising management or policy control, managers, L.L.C. owners/governors or shareholders owning more than 10 percent of corporate stock.	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### CERTIFICATION

I certify all of the information submitted on this disclosure and attachments is true and complete, and that this document has not been changed in any manner from the form adopted by the Department of Labor and Industry.

SIGNATURE OF OWNER, PARTNER, OFFICER (mandatory)	TITLE	DATE
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