



HOUSING AUTHORITY OF _____

CONTRACTOR REFERENCE

Date: _____

To: _____

From: Housing Authority of _____

[Address] _____

[City _____], TX [Zip] _____

Attn: _____

SUBJECT: Contractor Reference

Contractor Name: _____

Current Address: _____

This company is being considered for a contract with the Housing Authority of _____ (HA). In accordance with 24 CFR 85.36, HA must determine if this contractor is responsible and possesses the ability to perform successfully under the terms and conditions of the contract. HA asks for your cooperation in providing the following information and returning it to Housing Authority.

1. When was the project this contractor performed for you? _____
2. Did the job begin on the agreed-upon date? ☐ Yes ☐ No
3. Was the job finished on the agreed-upon date? ☐ Yes ☐ No If not, why? _____

4. Did the contractor and crew report to the job on time each day? ☐ Yes ☐ No
5. Did the contractor complete the job at the agreed-upon estimate? ☐ Yes ☐ No
6. What was the total change order amount (if any)? _____
7. What was the total time extension (if any)? _____
8. What was the number of stop notices (if any) filed by subcontractors or suppliers? _____
9. Did the client experience any "surprises" throughout the duration of the project, such as extra charges, poor craftsmanship, different materials used than what was agreed upon by the client and contractor prior to the start of the project? ☐ Yes ☐ No If so, please explain. _____

10. Was the contractor accessible? ☐ Yes ☐ No
11. What was the client's opinion of the contractor's craftsmanship, the materials he elected to use and their perceived value for the cost? _____

12. Was follow-up or warranty work required? ☐ Yes ☐ No
13. If so, was it completed in a timely manner? ☐ Yes ☐ No
14. Did the contractor clean up after finishing the job? ☐ Yes ☐ No
15. Did the contractor keep you informed throughout the project? ☐ Yes ☐ No
16. Is there current litigation against the contractor, or claims against the Owner or General Consultant, that may or have resulted in litigation, arbitration, mediation or settlement (attach additional sheets, if necessary)? ☐ Yes ☐ No
Please explain: _____

17. Would you recommend this contractor? ☐ Yes ☐ No

Please attach any other information you feel necessary or relevant. Thank you.