Home Improvement Contractors Reinstatement Instructions

1. Please review the “Notice of License Expiration/Reinstatement Instructions.”

2. Complete questions 1 through 4.

3. Read the “Statement.”

4. Review it to be sure you have answered all four questions properly.

5. Sign and date the form.

6. Attach a photocopy of your Certificate of Liability Insurance.
   (IF YOU DO NOT DO SO, YOUR REINSTATEMENT APPLICATION WILL NOT BE PROCESSED.)

7. Attach your check or money order for $ 140.00.

8. Make a copy for your records and mail the originals to:

   Division of Consumer Affairs
   Regulated Business
   124 Halsey Street, 7th Floor
   Newark, New Jersey 07101

   Allow two to three weeks for processing.
Name: ____________________________________________ License number: _______________________

1. Since you filed your initial application, has any officer, director, principal or persons with an ownership interest of 10% or more been found liable in an administrative or civil suit for engaging in any of the following: fraud, dishonesty, incompetence, negligence, or professional or occupational misconduct?  
   □ Yes  □ No

2. Since you filed your initial application, has the business or any officer, director, principal or persons with an ownership interest of 10% or more been named as a defendant or respondent in a consent order, assurance or voluntary compliance or final order with the New Jersey Division of Consumer Affairs or any other state or federal agency?  
   □ Yes  □ No

3. Has any officer, director, principal or persons with an ownership interest of 10% or more been convicted of a crime other than those disclosed on your initial application?  
   □ Yes  □ No

4. Is the address listed on this notice your correct address?  
   If “No,” provide the correct address: __________________________________________________________________________

Before you sign the application you must read the following statement. By signing the application, you acknowledge that you have read the statement.

Statement

As of January 1, 2006, contractors must prominently display their registration number on all commercial vehicles and on all business documents and contracts as well as in correspondence with consumers and in all advertisements. They must also display their original registration renewal certificate in the place of business. In addition, contracts over $500 must be in writing and must contain certain terms which can be found in the statute and regulations available on www.njconsumeraffairs.gov/contractors/.

“I certify that the information entered on this form is true and complete to the best of my knowledge, and further acknowledge that if the above information is willfully false, I am subject to punishment and or disciplinary sanction including license suspension or revocation or the imposition of civil penalties as may be provided by law.”

__________________________________________________________  ___________________________________
Signature of licensee                Date
___________________________________________________________________________________________________________

NOTICE OF LICENSE EXPIRATION/REINSTATEMENT INSTRUCTIONS

Our records indicate that you failed to renew your home improvement contractor registration during the renewal period ending on December 31, 2012. Pursuant to N.J.S.A. 56:8-138 a and b:

a. On or after December 31, 2005, no person shall offer to perform, or engage, or attempt to engage in the business of making or selling home improvements unless registered with the Division of Consumer Affairs in accordance with the provisions of this act.

b. Every contractor shall annually register with the director. Application for registration shall be on a form provided by the Division and shall be accompanied by a reasonable fee, set by the director in an amount sufficient to defray the Division’s expenses incurred in administering and enforcing this act.

Note that your New Jersey Home Improvement Contractor registration has expired and, under State law, you may not work as a home improvement contractor.

If you wish to reinstate your registration:

I. A principal officer must answer each of the questions listed above and sign and date the application where indicated.

II. Enclose a check or money order for the reinstatement fee of $140.00 made payable to the New Jersey Division of Consumer Affairs. Print your registration number on your check or money order.

III. Enclose a current certificate of commercial general liability insurance (see sample page attached) in an amount of at least $500,000 per occurrence. (Please note, only a photocopy of the current certificate of commercial general liability insurance is acceptable, not simply a declaration page.)

IV. Send all of the above within 15 business days of receiving this notice to the address below.

Please note, any change in the information supplied in your initial application including a change in your business name, the ownership of your business, or the physical location of the business must be reported within 30 days to: Regulated Business Section, 124 Halsey Street, 7th Floor, Newark, NJ 07102. Failure to do so may result in action being taken against your registration.