



**CONTRACTOR'S EXAM CENTER, INC.**

**5727 N 7th St. Suite 100**

**Phoenix, AZ 85014**

**Phone (602) 252-8311 Fax (602)252-8456**

## **Contractors Checklist**

\_\_\_\_\_ **Completed and signed:**

- \_\_\_ Completed License application(s)
- \_\_\_ Experience & Project forms
- \_\_\_ Completed Bond Application
- \_\_\_ Certified Test Scores
- \_\_\_ Receipt from Criminal background check of all people on license  
(www.azroc.gov)
- \_\_\_ Copy of drivers license
- \_\_\_ Completed financial statement with a copy of bank statement
- \_\_\_ Worker compensation certificate if you have employees
- \_\_\_ AZ Corporation, LLC articles.

## **Corporation Checklist**

\_\_\_\_\_ **Completed Information Required:**

- \_\_\_ Name of foreign state of incorporation
  
- \_\_\_ Name to be used in Arizona
  
- \_\_\_ Principal office address to be used in Arizona

\_\_\_ Statutory agent information and acceptance

\_\_\_ List the name of all Directors and Officers

\_\_\_ Signed Certificate of Disclosure

\_\_\_ Obtain from state of incorporation

\_\_\_ Certificate of Good Standing dated within 60 days

\_\_\_ Certified copy of Articles dated within 60 days