



## NYC Build it Back Repair Program – Choose Your Own Contractor Contractor Selection Form for HOMEOWNERS\*

If you have selected the Choose Your Own Contractor option of the NYC Build it Back Repair program, you must complete this form. Please review the Build it Back *Choosing Your Own Contractor* information sheet before completing the form below.

After you sign your Commitment Letter agreeing to participate in the Choose Your Own Contractor option of the NYC Build it Back Repair program, please fill in the name of the contractor you have selected on the designated lines below. This allows us to review your contractor’s information and schedule a Design Consultation with you.

- **If your contractor is already registered with Build it Back Repair** and has had their application reviewed and approved, you will be contacted by a Build it Back Repair Customer Service Representative to schedule your Design Consultation. *Note: The program will NOT contact your contractor to schedule this meeting. You will be responsible for ensuring your contractor’s attendance, which is mandatory.*
- **If your contractor is not yet registered**, you must direct your contractor to complete the Choose Your Own Contractor Registration Application, located online at [www.nyc.gov/bibcontractorinfo](http://www.nyc.gov/bibcontractorinfo). It is your responsibility to direct your contractor to this application. We cannot schedule your Design Consultation until your contractor submits a complete application and we approve it. Your contractor’s application may not be approved if they do not meet the eligibility requirements. If your contractor is not approved, you may select another contractor.

*\* If you are a **CONTRACTOR**, you must apply online. This form is NOT intended for contractors – it is for homeowners only.*

### **Homeowner Selection Form**

Build it Back Homeowner Name \_\_\_\_\_

Build it Back Homeowner Address \_\_\_\_\_

Build it Back Homeowner Application # \_\_\_\_\_

Selected Contractor Business Name \_\_\_\_\_

Home Improvement Contractor’s License # (optional) \_\_\_\_\_

*Note: A contractor must possess a Home Improvement License from the NYC Department of Consumer Affairs in order to register and participate in Build it Back Repair. If you do not know the contractor’s license number, you may leave it blank.*

**If you do not complete this form at a Build it Back Center, please email it to:**

**[BiBRepair@recovery.nyc.gov](mailto:BiBRepair@recovery.nyc.gov)**

**Or mail it to:**

**NYC Build it Back Repair**

**Church St. Station**

**PO Box 7140**

**New York, NY 10007**



## Information for CYOC Repair Contractors –

### Application Requirements

Build It Back allows applicants who are receiving repair assistance to select their own qualified repair contractors through the Choose Your Own Contractor (CYOC) option. Build It Back is seeking highly qualified contractors to participate in this option. There is no fee for registration. Submission of an application is no guarantee of acceptance into the program. To gain a better understanding of the CYOC program, please read the Contractor FAQs on our website at the address below.

In order to qualify, a Home Improvement Contractor **must** meet the following requirements and **register online**:

1. You have a current **Home Improvement Contractor (HIC) License** from the NYC Department of Consumer Affairs (DCA) and employ a licensed Home Improvement Salesperson (HIS);
2. You are willing to perform the work according to the Program's **Pre-established Unit Prices** and **Technical Specifications**, including any required environmental remediation to address items such as lead based paint or asbestos as detailed in the Program's Scope of Work;
3. You have the relevant experience and resources to **perform or subcontract the work** listed on the back of this sheet;
4. You have a **satisfactory record of business integrity**, specifically regarding complaints, violations, and investigations on file with DCA, the NYC Department of Buildings, and the NYC Department of Investigation, and you are not debarred by a governmental entity;
5. You agree to comply with and sign the program's **Terms** (including insurance and bonding requirements), and you agree to sign a Build It Back **Home Improvement Contract** with each homeowner who selects you;
6. With your application, you must provide a **letter from a surety company** stating that you are qualified to obtain at least **\$50,000 in bonding**, or, if you choose to perform elevations in your application, at least **\$500,000 in bonding**;
7. With your application, you must provide **proof of existing insurance** (and note that the actual insurance requirements are included in the Terms).

Please read the legal documents mentioned above on the application website:

**[www.nyc.gov/bibcontractorinfo](http://www.nyc.gov/bibcontractorinfo) – click “Repair”**

# **Build it Back Repair Program – Scope of Work**

## **Repair or Replace all Structural Elements including:**

- Foundations (e.g., foundation footings, perimeter walls)
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams, trusses
- Joists, beams, subflooring, framing, ceilings
- Interior non-bearing walls
- Exterior finishes (e.g., brick, stucco, siding)
- Windows and exterior doors
- Roofing, gutters, and downspouts
- Hardware
- Attached decks and porches

## **All Interior Finish Elements, including:**

- Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, and carpet)
- Bathroom tiling and fixtures
- Wall finishes (drywall, paint, stucco, plaster, paneling, tile, and marble)
- Built-in cabinets (kitchen and bathroom)
- Interior doors
- Interior finish carpentry
- Hardware
- Insulation

## **All Utility and Service Equipment, including:**

- HVAC equipment
- Plumbing fixtures and piping
- Electrical service panel, wiring, outlets, and switches
- Light fixtures and ceiling fans
- Built-in appliances
- Water filtration, conditioning, or recirculation systems

**The program's full Technical Specifications and Minimum Program Standards are available on the CYOC Application page.**