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## INFORMATION FOR INDEMNITOR FOR APPLICANT APPLYING FOR A MARYLAND HOME IMPROVEMENT CONTRACTOR'S LICENSE

In order to become an Indemnitor, you must submit a recent credit report and a completed personal financial statement, to the Maryland Home Improvement Commission. You may order the credit report from Trans Union, Equifax, or Experian. You must also complete and submit the Financial Statement form enclosed. After you receive the credit report and complete the financial statement, submit both with the completed and notarized indemnification agreement.

As an Indemnitor for an applicant for a Maryland Home Improvement Contractor's License, you agree to be liable for any claims paid from the Maryland Home Improvement Commission Guaranty Fund due to violations of the Maryland Home Improvement Law by the licensed applicant. The payment of claims from the Maryland Home Improvement Commission Guaranty Fund is governed by the statute and regulation. If you wish to obtain a copy of the statute and regulations you may contact the Commission.

Before any claim may be paid from the Maryland Home Improvement Commission Guaranty Fund, the Licensee will be provided with the opportunity for a hearing at which the claim may be contested. In addition, all claim awards approved by the Commission may be appealed by the Licensee to the Circuit Court. If a claim award is paid by the Commission, collection efforts will first be pursued against the Licensee. In the event the Commission cannot collect from the Licensee, the debt owed to the Guaranty Fund, the Commission reserves the right to proceed with collection efforts against the Licensee's Indemnitor.

Under the Guaranty Fund statute, the Commission may award a maximum of \$20,000 to any one claimant, up to a total aggregate of \$100,000 for each contractor. Therefore, as an Indemnitor to the Guaranty Fund, your potential liability may be as much as \$100,000.

Enclosure(s):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_  
 NAME OF APPLICANT FOR HOME  
 IMPROVEMENT CONTRACTOR'S LICENSE \_\_\_\_\_

STATE OF MARYLAND  
 Department of Labor  
 Division of Occupational and Professional Licensing  
**Maryland Home Improvement Commission**  
 500 N. Calvert Street, Room 306 Baltimore, MD 21202-3651

License N.: \_\_\_\_\_

**INDEMNIFICATION AGREEMENT AND PERSONAL FINANCIAL STATEMENT**

The undersigned indemnitor hereby agrees to indemnify the Maryland Home Improvement Commission Guaranty Fund for any claims which may be paid from that fund on account of violations of the Maryland Home Improvement Law by the Licensee. Liability by the guarantor to the Maryland Home Improvement Commission guaranty fund shall not exceed \$100,000.

FINANCIAL STATEMENT OF INDEMNITOR – Indemnitor must complete the Personal Financial Statement below. STATEMENT OF ASSETS and LIABILITIES – Indemnitor must show date of statement and complete in detail.

**CURRENT ASSETS**

Cash in \_\_\_\_\_ \$ \_\_\_\_\_  
 Name of Bank \_\_\_\_\_  
 Cash in \_\_\_\_\_ \$ \_\_\_\_\_  
 Name of Bank \_\_\_\_\_  
 Submit copy of last 3 months personal bank statements  
 Stocks, Bonds, etc. Market value \$ \_\_\_\_\_  
 Submit proof of value  
 Total \$ \_\_\_\_\_

Real Estate – Give locations and a copy of your current Tax Assessment. You may also include a written appraisal to prove Property Value. Provide a deed for out of state property.

1. \_\_\_\_\_ \$ \_\_\_\_\_  
 2. \_\_\_\_\_ \$ \_\_\_\_\_  
 3. \_\_\_\_\_ \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

Other Assets – For Vehicles – Title and print out of Kelly Bluebook value must be provided. Other assets will be considered at the discretion of the Commission.

1. \_\_\_\_\_ \$ \_\_\_\_\_  
 2. \_\_\_\_\_ \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

Total Assets \$ \_\_\_\_\_

**CURRENT LIABILITIES**

Creditors

1. To \_\_\_\_\_ Bal. Due \$ \_\_\_\_\_  
 2. To \_\_\_\_\_ Bal. Due \$ \_\_\_\_\_  
 3. To \_\_\_\_\_ Bal. Due \$ \_\_\_\_\_  
 4. To \_\_\_\_\_ Bal. Due \$ \_\_\_\_\_  
 5. To \_\_\_\_\_ Bal. Due \$ \_\_\_\_\_  
 6. To \_\_\_\_\_ Bal. Due \$ \_\_\_\_\_

Past Due \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Income taxes -Unpaid Balance

Federal \$ \_\_\_\_\_  
 State \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

Open Judgments or Liens

Date & Description (on separate page)

1. \_\_\_\_\_ \$ \_\_\_\_\_  
 2. \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Give name of mortgage holder and a Balance due.

1. \_\_\_\_\_ \$ \_\_\_\_\_  
 2. \_\_\_\_\_ \$ \_\_\_\_\_  
 3. \_\_\_\_\_ \$ \_\_\_\_\_

Total Mortgages \$ \_\_\_\_\_

Other liabilities

1. \_\_\_\_\_ \$ \_\_\_\_\_  
 2. \_\_\_\_\_ \$ \_\_\_\_\_

Total Other Liabilities \$ \_\_\_\_\_

Total Liabilities \$ \_\_\_\_\_

**Net Worth** \$ \_\_\_\_\_  
 (Assets minus Liabilities)

It is hereby agreed that any person, firm or corporation, governmental agency or any financial institution may confirm any inquiry made by the Commission or its representatives as to any statement made herein.

1. State lines of business in which you are engaged and give particulars. \_\_\_\_\_  
\_\_\_\_\_
2. Are any of your other assets pledged, or are you an indemnitor for any other individual or business, and in what amount?  
 YES     NO. \_\_\_\_\_
3. Have you ever filed for bankruptcy?  YES     NO. If "YES" give particulars \_\_\_\_\_  
\_\_\_\_\_
4. Have you ever been an officer of a corporation that has filed for Bankruptcy?  YES     NO If "YES", give name of corporation, type of business, your position held with said corporation, and date bankruptcy was filed. \_\_\_\_\_  
\_\_\_\_\_
5. **IF ANY OF THE ASSETS, SUCH AS REAL PROPERTY, STOCKS, BONDS, AUTOMOBILES, ETC., ARE IN JOINT NAMES AND ARE TO BE USED FOR CONSIDERATION IN THIS FINANCIAL STATEMENT, THE JOINT AND/OR CO-OWNER MUST SIGN AS AN ADDITIONAL INDEMNIFIER TO THE GUARANTY FUND BELOW.**

UNDER THE PENALTY OF PERJURY, I CERTIFY THAT I HAVE COMPLETED THIS APPLICATION INCLUDING THE PERSONAL FINANCIAL STATEMENT ABOVE AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT AND COMPLETE. (ANY MATERIAL MISREPRESENTATION OF FINANCIAL INFORMATION AS TO ASSETS OR OWNERSHIP OF ASSETS THAT IS MISLEADING SHALL BE CONSIDERED PERJURY.) CRIMINAL LAW ARTICLE, SECTION 9-101, ANNOTATED CODE OF MARYLAND, PROVIDES THAT CONVICTION FOR PERJURY MAY RESULT IN A PRISON SENTENCE OF UP TO TEN (10) YEARS.

In consideration of the undersigned guarantors or indemnifiers we jointly and severally join in the foregoing agreement and hold ourselves out to be liable and considered in the same position as the principal who is applying for the license and subject any and all of our personal and/or real property to be used a security in the event of the default by the principal to the Maryland Home Improvement Guaranty Fund.

**YOU WILL REMAIN AN INDEMNITOR UNLESS YOU NOTIFY THE COMMISSION IN WRITING THAT YOU ARE WITHDRAWING FROM THIS STATUS.**

WITNESS	INDEMNITOR'S SIGNATURE <span style="float: right;">(SEAL)</span>
WITNESS	PRINT NAME OF INDEMNITOR
WITNESS	INDEMNITOR'S SIGNATURE <span style="float: right;">(SEAL)</span>
WITNESS	PRINT NAME OF INDEMNITOR

Must be acknowledged before Notary Public by Indemnitor(s)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ before me personally appeared to me known to be the person(s) and/or member(s) of the partnership or officer(s) of the corporation that signed the foregoing instrument and acknowledged the execution of the same to me.

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_

**If indemnitor is corporation, a certified copy of resolution of Board of Directors authorizing officers to execute agreement must accompany this application.**