

LIST OF REQUIRED DOCUMENTS FOR RECOVERY FUND CLAIM

FAILURE TO PROVIDE THIS DOCUMENTATION WILL RESULT IN YOUR CLAIM PACKAGE BEING RETURNED TO YOU WITHOUT PROCESSING:

1. **CONSTRUCTION INDUSTRIES RECOVERY FUND CLAIM FORM.** All pages completed, with **original** signature(s) and date(s).

2. Copy of **CONSTRUCTION CONTRACT**, signed by yourself, your spouse, or other home/property owner, AND the contractor (or company representative). If you signed the contract but the contractor did not, a copy of the canceled check proving initial payment was made to, and accepted by, the contractor.

3. Either one of the following:

FINAL ORDER of disciplinary action from the State Construction Industry Licensing Board (and the Administrative Complaint, or local order, attached to it). This is an order of the Department of Business and Professional Regulation which was issued as the result of your having filed a complaint against the contractor.

OR

A **JUDGMENT** from a Court of competent jurisdiction. This may be a civil court, a criminal court, or may be pursuant to an award in arbitration. **THE JUDGMENT MUST BE THE ORIGINAL COURT CERTIFIED COPY, not a copy of the certified copy.**

A civil judgment must also include a copy of the complaint filed with the court clerk at the civil court which initiated the civil suit.

A proof of claim in a bankruptcy is NOT sufficient to establish your eligibility under this requirement! If you have questions on the bankruptcy issue, please consult your attorney.

4. Court certified copies of **Levy and Execution documents, Asset Search or Bankruptcy Information.** Please include all information that applies to your attempts to collect:
 - a) Court certified copies of **Levy and Execution documents, post judgment discovery, etc.**

 - b) **ASSET SEARCH** on the judgment debtor, to include:
 - 1) **Notarized Affidavit** of diligent asset search and attempts to collect. This search would be for person or entity that you received a judgment against. The Affidavit should include all of the following information.
 - i. Legal Name(s) searched
 - ii. Real Property owned by the contractor and/or the company
 - iii. Boats and Motor Vehicles (including Motorcycles) owned by the contractor and/or the company
 - iv. Aircraft owned by the contractor and/or the company
 - 2) Any printouts obtained during the asset search.

c) **IN THE EVENT THE JUDGMENT DEBTOR/Licensee FILED BANKRUPTCY**, you will need

- 1) Copy of the Notice of Filing;
- 2) A copy of the Debtor's plan for Chapters 11 and 13 cases.

THE FOLLOWING DOCUMENTS ARE NOT REQUIRED FOR ELIGIBILITY, BUT ARE REQUIRED BEFORE YOUR CLAIM CAN BE PRESENTED TO THE CONSTRUCTION INDUSTRY LICENSING BOARD. These documents are not required to initiate your claim, but they assist the Construction Industry Licensing Board in establishing the extent of damages on your claim.

*Please only send **copies**, not originals, of these documents, as they will not be returned to you.*

A copy of contract signed with the contractor who completed the project, and proof that this contractor received payment for the work, or 3 estimates if the work has not yet been completed.

Any **LIENS** filed against your property

Any **Satisfaction of Liens** (proof you paid the liens off)

Any **Waiver of Liens** obtained from the contractor

Any **Mediation Agreements, Awards**

Statement explaining percentage of monies paid to percentage of work completed by contractor

Building Permits and Inspection Reports (if available)

In the event that the judgment debtor filed **bankruptcy**, you must provide:

1. Schedule of Creditors showing that you were someone who was listed as a Debtor;
2. a copy of the Trustee's filing of "No Distribution" for a Chapter 7 case.;
3. the Discharge of Debtor. (In the case of a business going bankrupt, this would be called a

Final Decree). The Discharge is the bankruptcy court's pronouncement of the debtor's freedom from all listed debts.