



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DIVISION OF CAPITAL PROJECTS AND PROPERTY MANAGEMENT

DEPARTMENT OF ADMINISTRATION
BUILDING CODE COMMISSION
CONTRACTORS' REGISTRATION AND LICENSING BOARD ONE CAPITOL HILL
PROVIDENCE, RI 02908-5859
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AFFIDAVIT

I, _____, being duly sworn, hereby depose and state that I have
(print your name)

read and will abide by the following provisions, understanding that the foregoing highlights significant aspects of the Registration Act, but does not represent the law in its entirety:

1. All contracts exceeding **\$1,000.00** in value must be in writing and must contain the following:
 - a. A **right of rescission** clause (if applicable). *See* R.I.G.L. § 5-65-5(h)(iii);
 - b. **Mechanics lien notice**: requires that all written contracts entered into between a property owner and a contractor must contain a statement that the contractor, sub contractor or material supplier may file a lien pursuant to the Rhode Island Mechanics Lien Act at Ch. 28 title 34 of the R.I. Gen Laws *See* R.I.G.L. § 5-65-18;
 - c. A location, on or near the signature line, in which the parties to the agreement initial that they have received certain **consumer education materials**, including a notice of possible mechanics lien. *See* R.I.G.L. § 5-65-3(o).
2. **Permits** must be secured as required by the Rhode Island State Building Code prior to commencing work. *See* R.I.G.L. § 5-65-3(m).
3. Any person, or contractor, registered or not, who **uses another's registration**, or authorizes the use of their registration by another, is subject to a fine. *See* R.I.G.L. § 5-65-3(h).
4. The violation of a final order of the Board is a **misdemeanor offense** and the violation of three (3) or more final orders of the Board may be prosecuted as a **felony**. *See* R.I.G.L. § 5-65-19(a) & (c).
5. Fines and penalties payable to and for the benefit of a governmental unit may constitute a **non-dischargeable debt in a bankruptcy proceeding**. *See* Bankruptcy Code § 523(a)(7).
6. Should the board, pursuant to its investigatory powers (*See* R. I.G.L. §5-65-16(c)), **subpoena financial documents** from an individual or his/her business, any suspicion of nondisclosure or improper record keeping may be reported to the appropriate authority.
7. Rhode Island law requires anyone who digs to notify utility companies before excavating. *See* Title 39 Chapter 1.2 of the RI Gen. Laws. **Dig Safe®** is a free service that notifies member companies of future digs so that the location of underground facilities can be identified on the job site. Call 1(888) DIG-SAFE.

8. A contractor must notify the Board in writing of any **change of address** while registered and for one (1) year following the date of an expired or otherwise inactive registration. *See* R.I.G.L. § 5-65-6.

9. Throughout the period of registration, the contractor shall have **liability and property damage insurance** covering the scope of work in an amount not less than Five Hundred Thousand Dollars (\$500,000.00). *See* R.I.G.L. § 5-65-7(a).

10. A **partnership, corporation, or joint venture** may do work, offer to do work or submit a bid to perform work only if registered. In the case of registration by a corporation or partnership, an individual shall be designated to be responsible for the work performed. The corporation or partnership and its designee shall be jointly and severally liable for any fees and violations. *See* R.I.G.L. § 5-65-3.

11. Every business operating with one or more employees (with few exceptions) must have **worker's compensation insurance** coverage. Workers compensation covers 100% of an injured employee's medical expenses and provides for a percentage of his/her lost wages. For more information consult the Internal Revenue Code or contact the U.S. Department of the Treasury Internal Revenue Service. It is your responsibility to properly identify employees. Employers who do not have the required workers comp insurance may be sued by an injured employee and are subject to penalties imposed by the Department of Labor Training.

12. As determined by the Act, and applicable rules and regulations, as a condition of registration, residential contractors must provide satisfactory proof of the completion of five (5) pre-approved hours of **continuing education** units. *See* R.I.G.L. §5-65-5(e) and §5-65-10(17).

13. Using the word "**license**" in any form of advertising when not applicable may subject the registrant, or an individual required to be registered, to a fine of one hundred dollars (\$100) for each offense at the discretion of the board. *See* R.I.G.L. 5-65-3(1)(ii).

14. This **affidavit** has been provided pursuant to R.I.G.L. §5-65-5(f) and must be completed upon initial registration and/or renewal as a condition of registration for residential construction.

15. Pursuant to RIGL §5-65-10(L) no person shall register with the Board for the purpose of deceiving or circumventing the registration process by enabling a person whose registration has been suspended or revoked to conduct business.

Signed
Dated: _____

COUNTY OF _____

Subscribed and sworn to before me on this ____ day of _____, 20__.

Print Name: _____ *Notary Public* _____
My Commission Expires: _____

******* This form must be notarized to process registration*******