



## VARP Accredited Roofing Contractor Application

P.O. Box 2873, Mechanicsville, VA 23116

Phone: (804) 442-2522

Website: [www.varoofingprofessionals.org](http://www.varoofingprofessionals.org) / Email: [mail@varoofingprofessionals.org](mailto:mail@varoofingprofessionals.org)

This application is the first step toward earning the VARP Accredited Roofing Contractor designation credential. Please read and complete each section fully and accurately in clear, legible handwriting or type.

Please initial each page and mail, fax, or email a PDF of your completed application to:

Mail: Virginia Association of Roofing Professionals  
P.O. Box 2873  
Mechanicsville, VA 23116  
Email: [mail@varoofingprofessionals.org](mailto:mail@varoofingprofessionals.org)

Receipt of your application will be acknowledged within two weeks.

### APPLICATION CHECKLIST

Section 1: Applicant Information

I have completed all applicant information and noted where I would like mailed VARP correspondence sent.

Section 2: Payment

I have included payment equaling \$999 with this application if I am not a member of VARP.

Section 3: Standards of Conduct

I have pledged to uphold the VARP Accredited Roofing Contractor Standards of Conduct as defined by the Better Business Bureau (see page 2 of this application).

Section 4: Continuing Education Requirements

I have completed the educational requirements for this year. To qualify for the VARP Accredited Contractor Program a company representative must attend at least two VARP educational events per membership year.

Section 5: Contractor License

I have a current Contractor license through the Commonwealth of Virginia Department of Professional and Occupational Regulation and have attached proof with my application.

Section 6: General Liability Insurance and Worker's Compensation Insurance

I have general liability insurance and worker's compensation insurance and have attached proof with my application.

Section 7: Manufacturer Certification

I have company certification with one or more roofing manufacturer(s) and have attached proof with my application.



### VARP Accredited Roofing Contractor Application

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**To be a VARP Accredited Roofing Contractor I understand that I must:**

Abide by the following standards of conduct of the Better Business Bureau:

- A. **Build Trust:** Establish and maintain a positive track record in the marketplace.
- B. **Advertise Honestly:** Adhere to established standards of advertising and selling.
- C. **Tell the Truth:** Honestly represent products and services, including clear and adequate disclosures of all material terms.
- D. **Be Transparent:** Openly identify the nature, location and ownership of the business, and clearly disclose all policies, guarantees and procedures that bear on a customer's decision to buy.
- E. **Honor Promises:** Abide by all written agreements and verbal representations.
- F. **Be Responsive:** Address marketplace disputes quickly, professionally and in good faith.
- G. **Safeguard Privacy:** Protect any data collected against mishandling and fraud, collect personal information only as needed, and respect the preferences of customers regarding the use of this information.
- H. **Embody Integrity:** Approach all business dealings, marketplace transactions and commitments with integrity.

\_\_\_\_\_  
(Signature)

Application Fees:

\$999 Non-member     \$0 Member

Payment type:

Check enclosed (payable to VARP)    Visa    MasterCard    American    Express    Discover

Cardholder Name: \_\_\_\_\_

Credit Card Account #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Zip Code of Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Disclaimer:

The Virginia Association of Roofing Professionals' decisions on accreditation are based on representations made by contractors at particular points in time. This means the quality of services offered by an accredited contractor could change without the knowledge of the Virginia Association of Roofing Professionals. Further, the Virginia Association of Roofing Professionals cannot and does not warrant that the accreditation standards reflect the most current state of the art. The Virginia Association of Roofing Professionals disclaims any and all liability for any personal injury, property damages or other damage or loss of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from administration, use or reliance up the accreditation program or the acts or omissions of any contractor who has been accredited by the Virginia Association of Roofing Professionals. In administering its accreditation program, including issuing accreditations, the Virginia Association of Roofing Professionals is not undertaking to give professional or other advice or services to or on behalf of any person or entity, nor is the Virginia Association of Roofing Professionals undertaking to perform any duty owed by any person or entity to someone else. Anyone using the services of a contractor who has been accredited by the Virginia Association of Roofing Professionals should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstances.