

Checklist for Evaluators

Requirements pursuant to CIB if applicable:

- Proof of General Liability Insurance of at least \$500,000
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Affidavit of lawful presence in the U.S.
- Provide any information regarding criminal offenses, active fraud cases, or disciplinary action by licensing board.

Requirements pursuant to IBHS Fortified Program:

- Proof of General Liability Insurance of at least \$1 million
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Employer's Liability \$500,000 (usually part of Workers' Compensation Coverage)
- Proof of Auto Liability of at least \$500,000
- Proof of Professional liability of at least \$500,000 (not required but strongly recommended)
- Proof of years in business matching one of the following:
 - A certified, licensed, or registered general contractor, residential contractor/builder, or building contractor- Minimum 5 years' experience.
 - An unlicensed residential or general contractor- Minimum 5 years' in a supervisory capacity (team leader, project manager, or supervisor)
 - A registered, certified, or licensed architect or engineer- Minimum 5 years' experience
 - An ICC-certified building code official- Minimum 5 years' experience
 - An ICC-certified residential code inspector- Minimum 3 years' experience and 250 verifiable home inspections
 - Certified, licensed, or registered home inspector- Minimum of 3 years' experience and 250 verifiable home inspections
 - Others- Minimum of one year experience working for a Certified FORTIFIED Home™ Evaluator who has completed a minimum of 100 designations.

Requirements pursuant to OID:

- Oklahoma Tax Commission Compliance Letter
- Business name must currently be registered with the Oklahoma Secretary of State. Submit Certificate of Good Standing.
- Certificate of General Liability Insurance of at least \$500,000
- Certificate of Workers' Compensation and Employers Liability Insurance
- Copy of your Valid and Active CIB Registration or other applicable Certification
 - Registration shall be free from all disciplinary action.
- Copy of IBHS Certification
- Notification of any conflicts of interest
 - Evaluators may not be contractors or suppliers of any materials, products, or systems installed in the homes they inspect.
 - Evaluators cannot be the sales agent for the home being designated.