

City of Arkansas City
Contractor's License Application Information

1. Contractor must completely fill out the license application.
2. Decide what type of license to obtain. (Definitions on the back of this page)
3. **Examination Application Requirements:** Qualifications for sponsorship to take the State recognized examination as issued by Pearson Vue or locally recognized exam as issued by the International Code Council. Testing is required for new applicants unless otherwise noted.
 - a. Applicant must pass the test by 75% or more before a license is granted. State Recognized Exams that are accepted:
 - i. International Code Council
 - ii. Block and Associates
 - iii. Experior
 - iv. Prometric
 - b. **Master Tradesman Requirements:**
 - i. Verification of at least two (2) years in the **Journeyman** classification under the direct supervision of a licensed **Master Tradesman**.
 - c. **Journeyman Tradesman Requirements:**
 - i. Verification of at least three (3) years in the **Apprentice** classification under the direct supervision of a licensed **Master Tradesman**.
4. **Compliance Bond Requirements:** (aka License & Permit Bond) - Per Municipal Code Section 14-195 (b): Bond requirements. Every electrical, plumbing, private sewage disposal, mechanical, general, building, residential and limited contractor shall furnish to the city a good and sufficient surety bond in the sum of \$4,000.00, conditioned that the principal and his or its employees, agents, and servants will comply with all of the ordinances of the city and will hold the city harmless and free from all loss or damage to persons or property resulting out of negligence or failure of such persons to use due care in performing any work for which such license is required. Such bond shall be kept in full force and effect at all times the contractor does work in the city.
5. **Insurance Requirements:** Per Municipal Codes Section 14-195 (c): Insurance requirements. Contractors must purchase and maintain such insurance as will protect him from claims under workers compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or death of any person other than his employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of property, including loss of use resulting therefrom, any or all of which may arise out of or result from contractors operations, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them be legally liable. The insurance shall be written for not less than:
 - a. **General Contractor** must submit the following to qualify for a license:
 - i. Certificate of Insurance
 1. \$1,000,000 Personal Injury
 2. \$2,000,000 Aggregate Coverage
 - b. **Building Contractor** must submit the following to qualify for a license:
 - i. Certificate of Insurance
 1. \$1,000,000 Personal Injury
 2. \$2,000,000 Aggregate Coverage
 - c. **Residential Contractor** must submit the following to qualify for a license:
 - i. Certificate of Insurance
 1. \$500,000 Personal Injury
 2. \$1,000,000 Aggregate Coverage
 - d. **Limited Contractor** must submit the following to qualify for a license:
 - i. Certificate of Insurance
 1. \$300,000 Personal Injury
 2. \$600,000 Aggregate Coverage
 - e. **Plumbing, Electrical, Mechanical Contractor** must submit the following to qualify for a license:
 - i. Certificate of Insurance
 1. \$300,000 Minimum Liability Coverage
 2. Proof of at least one qualifying Master employed by the company
 - f. **Sign Installer/Hanger** must submit the following to qualify for a license:
 - i. Certificate of Insurance
 1. \$300,000 Minimum Liability Coverage
 - g. **Private Sewage Disposal Contractor** must submit the following to qualify for a license:
 - i. Certificate of Insurance
 1. \$300,000 Minimum Liability Coverage
 2. Verification of at least two (2) years employed/open.
 - h. **Workman's Comp Insurance** – Please read below.
 - i. If no employees, they must complete a Workman's Comp Waiver and it needs to be notarized.
6. **Workman's Compensation:** All contractors must provide workers compensation (as required by law) and shall include contractual liability insurance. The contractor will file with the city certificates of such insurance, on a form acceptable to the city; these certificates shall contain a provision that the coverage afforded under the policies shall not be canceled or materially changed until at least 15 days prior written notice has been given to the city.
7. **NOTE: Any contractor that does any roofing must be registered with the State of Kansas. View the requirements on <http://ag.ks.gov/in-your-corner-kansas/home>.**

Definition of a Contractor

Sec. 14-196. - Contractors subject to licensure and examination.

PRIOR TO PERFORMING ANY WORK WITHIN THIS CITY, ANY CONTRACTOR DESCRIBED BELOW SHALL BE LICENSED BY THE CITY AFTER PROVIDING (1) PROOF OF PASSING BY AT LEAST 75 PERCENT THE TEST DESIGNATED BY K.S.A. 12-1501 ET SEQ., OR THE APPLICABLE EXAMINATION ISSUED BY THE INTERNATIONAL CODE COUNCIL; (2) A BOND REQUIRED BY THIS ARTICLE; (3) PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE CERTIFICATES REQUIRED BY THIS ARTICLE; AND (4) PAYING THE APPLICABLE FEE SET BY THE BOARD OF CITY COMMISSIONERS:

- A. **ELECTRICAL CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT EMPLOYS OR OVERSEES OTHERS WHO INSTALL, REPAIR, CONSTRUCT, ALTER, ADD TO, REMOVE, RESTORE, REPLACE, REMODEL AND/OR MAINTAIN (HEREAFTER COLLECTIVELY "ALTER(S)") ELECTRICAL WIRING; AND/OR ADVERTISES OR REPRESENTS TO OTHERS AS HAVING THE CAPACITY AND/OR ABILITY TO UNDERTAKE OR SUBMIT A BID OR OFFER TO ALTER ELECTRICAL WIRING. AN ELECTRICAL CONTRACTOR MUST EITHER BE A MASTER ELECTRICIAN, OR EMPLOY A MASTER ELECTRICIAN.
 - a. **MASTER ELECTRICIAN:** ANY PERSON WHO LAYS OUT, PLANS, AND/OR ALTERS ELECTRICAL WIRING, APPLIANCES, FIXTURES, MOTORS OR OTHER APPARATUS REQUIRING ELECTRICAL CURRENT; OR WHO SUPERVISES A JOURNEYMAN ELECTRICIAN.
 - b. **JOURNEYMAN ELECTRICIAN:** ANY PERSON WHO ALTERS ELECTRICAL WIRING, OR IN ANY WAY WORKS AS AN ELECTRICIAN, UNDER THE DIRECTION OF A CITY-LICENSED MASTER ELECTRICIAN.
- B. **PLUMBING CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT (A) EMPLOYS OR OVERSEES OTHERS WHO (I) ALTER PLUMBING PIPES, FIXTURES AND APPURTENANCES THEREOF (COLLECTIVELY "PLUMBING"), (II) MAKE ANY CONNECTION WITH THE MAINS OR LATERALS OF THE CITY PLUMBING, SEWER AND/OR WATER SYSTEMS, (III) HAVE A STATE-CERTIFICATION FOR BACKFLOW PREVENTION, AND/OR (IV) PERFORM ANY PLUMBING REPAIRS OR MAINTENANCE; AND/OR (B) WHO ADVERTISES OR REPRESENTS TO THE PUBLIC AS HAVING THE CAPACITY AND/OR ABILITY TO UNDERTAKE OR SUBMIT A BID OR OFFER TO ALTER PLUMBING. A PLUMBING CONTRACTOR MUST EITHER BE A MASTER PLUMBER, OR EMPLOY A MASTER PLUMBER.
 - a. **MASTER PLUMBER:** ANY PERSON WHO LAYS OUT, PLANS, AND/OR ALTERS ANY PLUMBING; MAKES ANY CONNECTION WITH THE MAINS OR LATERALS OF THE CITY PLUMBING, SEWER AND/OR WATER SYSTEMS; CONNECTS A LAWN SPRINKLER SYSTEM TO THE SERVICE LINE ON COMMERCIAL PROPERTY; PERFORMS BACKFLOW PREVENTION SERVICES IF CERTIFIED BY THE STATE; AND/OR WHO SUPERVISES A JOURNEYMAN PLUMBER.
 - b. **JOURNEYMAN PLUMBER:** ANY PERSON WHO ALTERS PLUMBING, MAKES ANY CONNECTION WITH THE MAINS OR LATERALS OF THE CITY PLUMBING, SEWER AND/OR WATER SYSTEMS; PERFORMS BACKFLOW PREVENTION SERVICES IF CERTIFIED BY THE STATE; AND/OR CONNECTS A LAWN SPRINKLER SYSTEM TO THE SERVICE LINE ON COMMERCIAL PROPERTY, UNDER THE DIRECTION OF A CITY-LICENSED MASTER PLUMBER.
- C. **MECHANICAL CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT EMPLOYS OR OVERSEES OTHERS WHO ALTER MECHANICAL SYSTEMS OR HAVE A STATE-CERTIFICATION FOR BACKFLOW PREVENTION; AND/OR ADVERTISES OR REPRESENTS TO OTHERS AS HAVING THE CAPACITY AND/OR ABILITY TO UNDERTAKE OR SUBMIT A BID OR OFFER TO ALTER MECHANICAL SYSTEMS. A MECHANICAL CONTRACTOR MUST EITHER BE A MASTER MECHANICAL SPECIALIST, OR EMPLOY A MASTER MECHANICAL SPECIALIST.
 - a. **MASTER MECHANICAL SPECIALIST:** ANY PERSON WHO LAYS OUT, PLANS, AND/OR ALTERS ANY MECHANICAL SYSTEM; PERFORMS BACKFLOW PREVENTION SERVICES IF CERTIFIED BY THE STATE; AND/OR WHO SUPERVISES A JOURNEYMAN MECHANICAL SPECIALIST.
 - b. **JOURNEYMAN MECHANICAL SPECIALIST:** ANY PERSON WHO ALTERS MECHANICAL SYSTEMS AND/OR PERFORMS BACKFLOW PREVENTION SERVICES IF CERTIFIED BY THE STATE, UNDER THE DIRECTION OF A CITY-LICENSED MASTER MECHANICAL SPECIALIST.
- D. **PRIVATE SEWAGE DISPOSAL CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT LAYS OUT, PLANS AND/OR ALTERS PRIVATE SEWAGE DISPOSAL SYSTEMS.
- E. **GENERAL CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT ALTERS ANY BUILDING OR STRUCTURE, OR A PORTION THEREOF, FOR WHICH A PERMIT IS REQUIRED. A GENERAL CONTRACTOR ALSO MAY PERFORM ALL WORK DESCRIBED IN SECTIONS 14-196(F-H), AND SECTIONS 14-197(B-D) AND (F-H).
- F. **BUILDING CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT ALTERS THE FOLLOWING BUILDINGS OR STRUCTURES, FOR WHICH A PERMIT IS REQUIRED: COMMERCIAL BUILDINGS, INDUSTRIAL BUILDINGS, AND SINGLE- AND MULTIPLE-FAMILY DWELLINGS NOT TO EXCEED THREE STORIES IN HEIGHT. A BUILDING CONTRACTOR MAY REPAIR OR REMODEL AN EXISTING STRUCTURE IN EXCESS OF THREE STORIES. A BUILDING CONTRACTOR ALSO MAY PERFORM ALL WORK DESCRIBED IN SECTIONS 14-196(G-H), AND SECTIONS 14-197(B-D) AND (F-H), ON STRUCTURES DESCRIBED IN THIS SUB-SECTION.
- G. **RESIDENTIAL CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, ALTERS THE FOLLOWING BUILDINGS OR STRUCTURES, FOR WHICH A PERMIT IS REQUIRED: ONE-, TWO- OR THREE-FAMILY RESIDENTIAL DWELLINGS NOT EXCEEDING THREE STORIES IN HEIGHT, INCLUDING ALL STRUCTURAL ALTERATIONS, AND THE CONSTRUCTION OF CARPORTS. A RESIDENTIAL CONTRACTOR ALSO MAY PERFORM ALL WORK DESCRIBED IN SECTION 14-196(H)(1)(2) AND (4), AND SECTIONS 14-197(B-D) AND (G-H), ON STRUCTURES DESCRIBED IN THIS SUB-SECTION.
- H. **LIMITED CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT PERFORMS THE FOLLOWING SPECIFIC TASKS:
 - a. **CONCRETE CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, CONSTRUCTS, POURS, PLACES, AND/OR FINISHES DRIVEWAYS, SIDEWALKS AND OTHER SIMILAR FLATWORK USING CONCRETE OR ASPHALTIC MATERIALS; OR CONSTRUCTS FORMS AND/OR FRAMEWORK FOR THE CASTING AND SHAPING OF CONCRETE AND/OR PLACING OF REINFORCING STEEL.
 - b. **DRYWALL AND PLASTERING CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, COATS SURFACES WITH A MIXTURE OF SAND OR OTHER AGGREGATE, GYPSUM, PLASTER OR PORTLAND CEMENT, QUICK LIME AND WATER, OR OTHER COMBINATIONS OF MATERIALS TO CREATE A PERMANENT SURFACE COATING; INSTALLS WIRE MESH OR NECESSARY ELEMENTS TO HOLD THE COATING; AND/OR INSTALLS GYPSUM DRYWALL PRODUCTS OR FINISHES PREPARATION OF DRYWALL SYSTEMS.
 - c. **MASONRY CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT CONSTRUCTS OR REPAIRS WALLS, FOOTINGS OR OTHER STRUCTURES BY THE LAYING OF BRICKS, BLOCKS, OR STONE.
 - d. **ROOFING CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, INSTALLS, REPAIRS OR REPLACES ROOF-COVERING SYSTEMS, INCLUDING ROOF DECKING INSULATION, ROOF COATING, THE USE OF SHEET METAL AND/OR METAL PRODUCTS INCIDENTAL TO ROOFING WORK, NONSTRUCTURAL DECKING, ASPHALT AND FIBERGLASS SHINGLES, TILE ROOFING SYSTEMS, SLATE AND WOOD SHINGLES OR ANY OTHER ROOFING PRODUCT. IF REQUIRED TO BE REGISTERED UNDER STATE LAW, A ROOFING CONTRACTOR SHALL PROVIDE TO THE CITY THEIR STATE ROOFING REGISTRATION NUMBER BEFORE RECEIVING A ROOFING CONTRACTOR'S LICENSE.

Sec. 14-197. - LIMITED CONTRACTORS SUBJECT TO LICENSURE (NO EXAMINATION).

PRIOR TO PERFORMING ANY WORK DESCRIBED BELOW WITHIN THIS CITY, THE FOLLOWING LIMITED CONTRACTORS SHALL BE LICENSED BY THE CITY AFTER PROVIDING (1) A BOND REQUIRED BY THIS ARTICLE; (2) PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE CERTIFICATES REQUIRED BY THIS ARTICLE; AND (3) PAYING THE APPLICABLE FEE SET BY THE BOARD OF CITY COMMISSIONERS:

- A. **BACKFLOW PREVENTION CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT ALTERS OR WINTERIZES ANY LAWN SPRINKLER SYSTEM, ATMOSPHERIC VACUUM BREAKER, PRESSURE VACUUM BREAKER ASSEMBLY OR REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY; OR CONNECTS A LAWN SPRINKLER SYSTEM TO A SERVICE LINE ON RESIDENTIAL PROPERTY, BUT DOES NOT INCLUDE ANY CONNECTION TO A SERVICE LINE FROM COMMERCIAL PROPERTY. IF REQUIRED TO HAVE A CERTIFICATE TO PERFORM THIS WORK UNDER STATE LAW, A BACKFLOW PREVENTION CONTRACTOR SHALL PROVIDE TO THE CITY THEIR CURRENT STATE BACKFLOW CERTIFICATE NUMBER BEFORE RECEIVING A BACKFLOW PREVENTION CONTRACTOR'S LICENSE. A LICENSED MASTER PLUMBER, JOURNEYMAN PLUMBER, MASTER MECHANICAL SPECIALIST OR JOURNEYMAN MECHANICAL SPECIALIST IS NOT REQUIRED TO HAVE A SEPARATE CITY BACKFLOW PREVENTION CONTRACTOR'S LICENSE, AS LONG AS THEY HAVE A STATE CERTIFICATION TO PERFORM BACKFLOW PREVENTION WORK.
- B. **CARPENTER/HANDYMAN CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, PERFORMS MINOR REPAIRS AND MAINTENANCE TO ONE- AND TWO-FAMILY DWELLINGS THAT DOES NOT REQUIRE A PERMIT OR OTHERWISE REQUIRE A SPECIFIC CONTRACTOR'S LICENSE; REPLACES LESS THAN 100 SQUARE FEET OF ROOFING MATERIALS; INSTALLS COUNTERTOPS OR CABINETS; AND/OR CONSTRUCTS DETACHED ACCESSORY BUILDINGS (EXCLUDING CARPORTS) OF LESS THAN 100 SQUARE FEET.
- C. **DEMOLITION CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, DEMOLISHES, RAZES OR OTHERWISE REMOVES STRUCTURES, INCLUDING THE REMOVAL OF ALL DEBRIS, LEVELING OF PROPERTY AND/OR PLUGGING OF SEWER LINES TO SUCH STRUCTURES.
- D. **FENCE CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, CONSTRUCTS, BUILDS OR INSTALLS ANY TYPE OF FENCING, INCLUDING CHAIN LINK OR PRIVACY, AND PERFORMS INCIDENTAL WORK TO INSTALL A FENCE.
- E. **FIRE SUPPRESSION INSTALLATION CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT INSTALLS, SERVICES, REPAIRS, INSPECTS, AND/OR MAINTAINS FIRE PROTECTION EQUIPMENT, FIRE SPRINKLER SYSTEMS, SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS AND/OR KITCHEN FIRE SUPPRESSION SYSTEMS, FIRE ALARM SYSTEMS OR PORTABLE FIRE EXTINGUISHERS.
- F. **RESIDENTIAL SWIMMING POOL CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT INSTALLS, REPAIRS AND/OR REPLACES RESIDENTIAL SWIMMING POOLS, INCLUDING PUMPS, POOL HEATERS, SOLAR POOL HEATERS, FILTERS AND CHLORINATORS, PIPING INCIDENTAL TO THE RECIRCULATION SYSTEM, AND CONCRETE SLAB WORK ATTACHED TO THE SWIMMING POOL.
- G. **WINDOW AND SIDING CONTRACTOR:** ANY PERSON, FIRM, OR CORPORATION THAT, IN EXCHANGE FOR ANY COMPENSATION, FABRICATES, INSTALLS, MAINTAINS, REPAIRS, ALTERS OR EXTENDS SIDING, SOFFITS, GUTTERS, AWNINGS, STORM DOORS AND/AND WINDOWS.

APPLICATION FOR CONTRACTOR'S LICENSE

Check Type:

- General Contractor Fee: \$ 400.00
- Building Contractor Fee: \$ 300.00
- Residential Contractor Fee: \$ 200.00
- Limited Contractor Fee: \$ 150.00 (each)
 - Concrete Contractor
 - Drywall/Plastering Contractor
 - Masonry Contractor
 - Roofing Contractor **
 - Backflow Prevention Contractor *
 - Carpenter/Handyman Contractor *
 - Demolition Contractor *
 - Fence Contractor *
 - Fire Sprinkler Contractor *
 - Res. Swimming Pool Contractor *
 - Window/Siding Contractor *

Check Type:

- Sign Hanger/InstallerFee: \$200.00
- Private Sewage Disposal ContractorFee: \$ 200.00
- Plumbing ContractorFee: \$ 200.00
 - Master Certificate (per license)..Fee: \$ 200.00
 - Journeyman CertificateFee: \$ 100.00
- Mechanical ContractorFee: \$ 200.00
 - Master CertificateFee: \$ 200.00
 - Journeyman CertificateFee: \$100.00
- Electrical Contractor.....Fee: \$ 200.00
 - Master CertificateFee: \$ 200.00
 - Journeyman CertificateFee: \$ 100.00

*** Does Not Require Testing**
**** Requires State Roofing Registration Number**

Company Name: _____

Business Phone: _____ Phone: _____

Business Address: _____ Home Address: _____

City/State/Zip: _____

KS State Roofing #: _____ Email: _____

FOR TRADES CONTRACTORS (PLUMBING, MECHANICAL, ELECTRICAL): List each name and each license type (Master or Journeyman) employed and working under the license being applied for. (PLEASE PRINT CLEARLY):

FOR GENERAL, BUILDING, RESIDENTIAL, AND LIMITED CONTRACTORS: List the full name, title and address of individual owner(s), partners or officers.

Please answer the following questions:

- Business is: Individual Sole Proprietorship Partnership Corporation
- Has any bonding company or surety, in the past five years, completed or made financial settlements upon any contract which you, or any of you, were interested? Yes No (if yes, attach a detailed statement)
- Have there been any lawsuits engaged in with property owners for services rendered or performed by your company in the previous three years? Yes No (if yes, attach a detailed statement)
- Number of years' experience in the type of work covered by the license category being applied for: _____
- Do you have working knowledge of applicable City Codes: Yes No

PERMITTEES: List of personnel authorized to obtain permits under this license:

I UNDERSTAND THE ISSUANCE OF THE LICENSE OR CERTIFICATE IS CONDITIONED UPON COMPLIANCE WITH CITY ORDINANCES AND THE RESULTS OF ANY OF ANY PREMISES WHERE WILL BE DONE OR ANY SUBSEQUENT INSPECTIONS WHILE THIS LICENSE IS IN FORCE. I WILL ALSO SUPPLY INSURANCE, A BOND, AND CONTINUING EDUCATION HOURS TO THE NEIGHBORHOOD SERVICES OFFICE BEFORE MY LICENSE CAN BE ISSUED.

Print Name: _____ Signature: _____

Date: _____ Title: _____

NOTE: AN INDIVIDUAL MUST SIGN THIS APPLICATION PERSONALLY. A CO-PARTNERSHIP APPLICATION MUST BE SIGNED AND ACKNOWLEDGED BY EACH MEMBER. A CORPORATION APPLICATION MUST BE SIGNED BY AN OFFICER OF THE CORPORATION.

City of Arkansas City, Kansas
Neighborhood Services
118 West Central Ave
Arkansas City, KS 67005
Phone: 620-441-4420

Workman's Compensation Waiver

If the company has no employees, the following statement must be signed by the owner/operator of the company and witnessed by a Notary.

I, _____, as owner of _____, am
(Print Name) (Company Name)

not required by applicable Kansas Statutes to maintain workers compensation coverage and therefore request to be exempted from providing evidence of such coverage to the City of Arkansas City. I understand that at any time in the future I come within the coverage requirements of the Kansas Workers Compensation Act, I must provide workers compensation insurance coverage as required by the State of Kansas.

Signature

Date

State of Kansas)) SS.
County of Cowley))

Be it remembered, that on this _____ day of _____, 20____
Before me, the undersigned, a Notary Public in and for the County and State aforesaid came

Who is personally known to me to be the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

In Witness Whereof, I have hereunto set my hand and affixed my seal the day and year first above written.

Notary Public

My Commission Expires