

Directory Listing Readiness

What a reviewer looks for before your listing publishes.

Toe the Line Builders is a directory. We do not employ, place or assign anyone — homeowners contact you directly. This checklist mirrors the certification checklist a reviewer works through on your application.

REQUIRED

- ☐ **Applicant contact on file**
Name, business email and a phone number that reaches you.
- ☐ **Business details**
Legal name, state, service ZIP code and travel radius.
- ☐ **Trade and services**
One primary trade plus the specific services you want to appear for.
- ☐ **Veteran-owned declaration**
Signed on the application.
- ☐ **Veteran proof uploaded**
DD-214, VA letter or SBA VOSB/SDVOSB certificate.
- ☐ **Insurance carrier and limits**
General liability, carrier named.
- ☐ **Certificate of insurance uploaded**
Current, legible, showing your business name.
- ☐ **Insurance not expired**
Expiry date must be in the future on the day of review.

WHERE THE TRADE REQUIRES IT

- ☐ **License number and issuing state**
- ☐ **Copy of the license uploaded**
- ☐ **Background check provider and completion date**
Expected if you work inside occupied homes.

MAKES YOUR LISTING PERFORM

- ☐ **6 or more photos of completed work**
- ☐ **A 80–150 word bio in your own voice**
- ☐ **Years in business and crew size**
- ☐ **Emergency service and quote availability set**
- ☐ **Graduating school named, if you trained at a member school**

NOTES

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