

HEATING AND VENTILATING SUPERVISOR REFERENCE LETTER

(MUST BE COMPLETED AND SIGNED BY REFERENCE AND NOTARIZED DIRECTLY ON THE FORM BY A NOTARY PUBLIC)

I, _____, _____,
(REFERENCE'S NAME) (REFERENCE'S JOB TITLE)

represent _____,
(REFERENCE'S COMPANY)

a company engaged in the heating and ventilating trade. I hereby attest that _____,
(APPLICANT'S NAME)

who is applying for a heating and ventilating supervisor certificate of qualification through the City of Kansas City, Missouri, has more than three years of full-time, practical, hands-on experience in all aspects of the heating and ventilating trade, including all of these areas, as described in section 18-327 of the Kansas City, Missouri, Building and Rehabilitation Code:

Installation, alteration, servicing, replacement, repair, and maintenance of heating, duct, and ventilation systems; connection of a humidifier which is part of a heating system to an existing potable water supply system within a building; connection of gas piping from the nearest cutoff valve to the burner of a warm air heating system; connection of control wiring to an existing control box; and installation, alteration, servicing, replacement, removal, or repair of air conditioning units of not more than 7 1/2 ton capacity which are part of an air circulation unit.

I affirm that all of the applicant's heating and ventilating trades experience has been legally gained in the direct employ of one or more licensed contractors.

I also affirm that I have personally overseen this individual performing heating and ventilating tradeswork during that period of time and that he/she is competent at the trade and has demonstrated sufficient mastery of the trade to act in a supervisory capacity. My relationship to the applicant is:

- ___ Employer/employee
- ___ Supervisor/employee
- ___ Contractor/subcontractor
- ___ Competitor
- ___ Apprenticeship training coordinator or other official representing _____ union or trades association
- ___ Other: _____

I am not a past or present employee of the applicant, nor have I ever worked under the applicant's direction.

I certify that all the statements contained herein are true; and I hereby authorize verification of the information given in this reference letter. My daytime telephone number is: _____. I understand that misstatement of any pertinent facts may be grounds for disqualifying the applicant and/or for charges of making a false statement on an official document.

(REFERENCE'S SIGNATURE) (DATE)

I HEREBY CERTIFY THAT THE SIGNATORY ABOVE APPEARED BEFORE ME, A NOTARY PUBLIC, ON THIS DATE.

NOTARY PUBLIC'S SIGNATURE: _____ DATE: _____

NOTARY PUBLIC'S STAMP AND SEAL: