

Pre-Qualification of Builders Request Form  
Jacksonville Ranch Club Two Owners Association Architectural Review Committee  
P.O. Box 26033 • Jacksonville, FL 32226  
Chair Person: JRC2arcchairperson@gmail.com  
ARC Personnel1: JRC2ARCPersonnel1@gmail.com

Due to non-compliance with JRC Two Standards and Criteria, JRC TWO Owners Association is requiring builders to be pre-qualified before they submit any NEW plans to JRC Two. JRC Two may revoke the pre-qualification at any time a builder refuses to stay in compliance with the Standard and Criteria for New Construction.

Although some documents may be required specifically referencing JRC at the time of submittal we are asking only generic documents for the pre-qualification.

1. A copy of your Contractors License
2. A copy of your builders' risk insurance for a minimum of 1 million dollars
3. Provide the name of your job superintendent/project manager that will be on the construction site.
4. Provide the JRC Owners name and their address that is considering your construction service.
5. A link to your website
6. At least two owners for reference of previous custom home builds including their contact information, email, phone, and address for verification.
7. List the names of owners and addresses if you have constructed homes in JRC Two previously. They can also be used as references.

You can submit your information via email or USPS to either of the following:

[JRC2arcchairperson@gmail.com](mailto:JRC2arcchairperson@gmail.com) & [JRC2ARCPersonnel1@gmail.com](mailto:JRC2ARCPersonnel1@gmail.com)

Or you may mail directly to:

Jacksonville Ranch Club Two Owners Association  
P.O. Box 26033  
Jacksonville, FL 32226

Thank you,

JRC Two OA  
[Jrctwo.org](http://Jrctwo.org)