
**SUBCHAPTER 5.
IDENTIFICATION OF LICENSEES; BONA FIDE REPRESENTATIVE;
SUPERVISION**

**13:32A-5.1 IDENTIFICATION OF MASTER HVACR CONTRACTOR; VEHICLES,
STATIONERY; ADVERTISING**

- a) All commercial vehicles used by a master HVACR contractor shall be marked on driver's and passenger's sides with the following information:
- 1) The name of the HVACR business;
 - 2) The name of the master HVACR contractor who owns the business or the name of the bona fide representative for the business in lettering at least one inch in height;
 - 3) The words "Master HVACR contractor license number" or "Master HVACR contractor Lic. #" followed by the license number of the master HVACR contractor in lettering at least one inch in height; and
 - 4) The municipality from which the master HVACR contractor practices or where the master HVACR contractor has a principal office in lettering at least three inches in height.
- b) All business correspondence, invoices, and stationery shall display:
- 1) The name of the master HVACR contractor;
 - 2) The words "Master HVACR contractor license number" or "Master HVACR contractor Lic. #" followed by the license number of the master HVACR contractor; and
 - 3) The New Jersey business address, including the street name and number.
- c) All advertising shall include:
- 1) The name of the master HVACR contractor; and

- 2) The words "Master HVACR contractor license number" or "Master HVACR contractor Lic. #" followed by the license number of the master HVACR contractor.
 - d) Every master HVACR contractor whose name, office address, or license number appears or is mentioned in any advertisement of any kind or character shall be presumed to have caused, permitted, or approved the advertising and shall be personally responsible for its content and character.
 - e) If a master HVACR contractor intends to subcontract, in a calendar year, more than one-third of the HVACR work that he or she contracts to perform, or subcontracted in the previous calendar year more than one-third of the work that he or she contracted to perform, all advertising by the master HVACR contractor shall state: "A substantial part of the HVACR work which we undertake may be subcontracted to independent licensed HVACR contractors."
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13:32A-5.2 BONA FIDE REPRESENTATIVE; REPORTING RESPONSIBILITIES

- a) A master HVACR contractor seeking to act as a bona fide representative shall comply with the following within 30 days of assuming the role of a bona fide representative:
 - 1) Register with the Board, providing the name of the HVACR business, its address and if the HVACR business is a corporation, the names of the officers of record;
 - 2) Provide to the Board proof that the HVACR business has consented that the bona fide representative will act as the agent for service of process within this State. Such proof shall be in writing and on a form provided by the Board; and
 - 3) Provide to the Board the acceptance of liability by the HVACR business for any monetary penalty, monies to be paid for restoration to consumers of fees paid for services or for delays suffered by consumers, and costs assessed against the bona fide representative while acting within the scope of his or her employment on behalf of the HVACR business. Such acceptance of liability shall be in writing and on a form provided by the Board.
- b) If a bona fide representative for an HVACR business withdraws as the bona fide representative, the HVACR business may continue to operate for 60 days without a bona fide representative provided that:
 - 1) A master HVACR contractor supervises all work to be conducted in the same manner as required by a bona fide representative pursuant to N.J.A.C. 13:32A-5.3(a)3;