

HIRING A CONTRACTOR CHECKLIST

HOW TO GET STARTED

Taking the time to evaluate which contractor you will be using can mean the difference between a reliable professional and poor workmanship.

CONSIDER THIS:

In most states, complaints filed by homeowners against contractors make up one of the largest categories of consumer complaints filed with the states attorney general's office.

Finding a contractor doesn't have to be complicated anymore. Use these 10 questions to analyze which contractor best suits you. Answer the questions by check marking the appropriate box. Then, tally up the boxes marked off as YES for a total contractor reliability score.



Contractor 2

Contractor 3

Q: Does this contractor have more than 15yrs experience?

Yes

No

Yes

No

Yes

No

Q: Does this contractor have all necessary insurance, including: workers comp and liability, and did he provide the certificates of insurance?

Yes

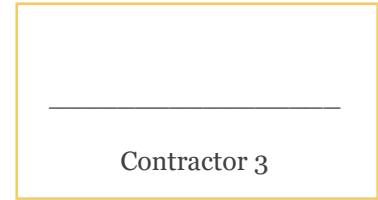
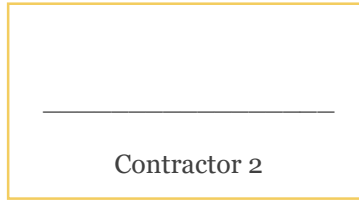
No

Yes

No

Yes

No



Q: Does this contractor offer warranties on materials and craftsmanship?

Yes

Yes

Yes

No

No

No

Q: Do I have a detailed bid from this contractor, including: a detailed scope of work and time frame?

Yes

Yes

Yes

No

No

No

Q: Do I understand everything in the bid and what the project will include?

Yes

Yes

Yes

No

No

No

Q: Can this contractor finish this project within my schedule?

Yes

Yes

Yes

No

No

No

Q: Will this contractor provide all necessary building permits?

Yes

Yes

Yes

No

No

No



Contractor 2

Contractor 3

Q: Has this contractor provided at least 3 references?

Yes

No

Yes

No

Yes

No

Q: Have I checked these references by calling and asking thorough questions? *See Below

Yes

No

Yes

No

Yes

No

Q: Is this contractor easy to talk to and get a hold of for follow up questions?

Yes

No

Yes

No

Yes

No

CONTRACTOR RELIABILITY SCORE: TOTALS

BID AMOUNT:	BID AMOUNT:	BID AMOUNT:
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REMEMBER: *Be careful selecting a contractor based solely on money. Bids from different contractors may not compare apples with apples. When you hire a contractor you are buying into a service and not a product. The quality of service will determine the quality of the finished product.*

CONTRACTOR REFERENCE QUESTIONNAIRE

CONTRACTOR: _____

PROJECT: _____

1. Are you pleased with the project result?
2. Did the contractor stay on budget with the original scope?
3. Did the contractor stay on or close to schedule?
4. Did the contractor follow the contract? Looking back is there anything you would add to the contract?
5. Was the contractor easy to talk to and reach when you had questions or concerns?
6. Did you get along with the contractor's team and the sub-contractors they used?
7. Where you happy with how the contractor and his/her team treated your home and property?
8. How willing was the contractor at handling any corrections if needed?
9. Would you use this contractor again?

WHY ?

Whether you're doing a major renovation or a minor remodel, you need a reliable contractor. When interviewing various candidates, ask each one to give you at least 3 references. Since these homeowner clients worked first-hand with the company you are considering, they are the best people to sound off on what they liked and what they would have done differently.

IMPRESSIONS: