



TIPS FOR HIRING & WORKING WITH A CONTRACTOR

Hiring the right contractor is like conducting an interview, only YOU are the hiring manager and want to be sure you have the absolute right company for the job! Below are our suggested do's and don't's to protect your hard-earned money, your remodeling or building project, and your property!

DO'S

Before hiring...

- ✓ **Schedule an appointment with a contractor for a walk-thru estimate of your project.**
- ✓ **Ask if they are licensed AND insured.** Before your job starts, request a copy of their license and a Certificate of Insurance.
- ✓ **Call one of the local lumber companies and ask about the contractor.**
- ✓ **Ask if a warranty is provided, what is covered, and for how long (get it in writing).**
- ✓ **Expect your final WRITTEN estimate to contain the following:**
 - Detailed Scope of Work
 - Materials to be used
 - Warranty information
 - Payment terms

- ✓ **Review pictures of their work.**
- ✓ **Compare apples to apples if you are getting multiple estimates.**

During your project...

- ✓ **Communicate often with your contractor.**
- ✓ **Ask questions about your project as it progresses.** (There are no stupid questions).
- ✓ **Complete a final walk-thru of your project with your contractor before paying the final bill.**

DON'TS

- ✗ **Be impatient to get your project done.** If a Contractor tells you they can get to it in a few days, there's a reason for that. Use caution.
- ✗ **Expect the contractor to give you an estimate on the spot.** You can expect up to 2 weeks for your written estimate after your initial appointment, depending on the size or complexity of your project.
- ✗ **Pay for an estimate.**
- ✗ **Buy your own materials.** Measuring errors or improper materials are costly. In most cases these materials cannot be returned or matched.
- ✗ **Be afraid to call a "stop work" with your contractor.** If there is an issue, ask for a resolution. If it doesn't look right or feel right, it's not right. Inspect what you expect.
- ✗ **Pay more than a 50% deposit to the Contractor on your project.** This is typically a materials deposit or a special order deposit.
- ✗ **Forget to do a final walk-thru with your Contractor at the end of your project.**
- ✗ **Pay your final bill until you are completely satisfied and all work has been finished.**
- ✗ **Pay your deposit or final bill in cash, and request a PAID IN FULL receipt.**