

## CHECKLIST FOR HIRING A CONTRACTOR

As you consider hiring a contractor to do your home alterations, review these questions. Look over the list and answer them BEFORE you decide on a contractor. *Use the questions to ask some questions of those you interview about taking the job.* Also, ask the contractor for references and check the references before making the final decision.

**YES NO**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Have you selected a professional with a solid reputation in the community and who provide you with references from previous jobs?  |
| _____ | _____ | Did you follow up and talk with those references? (You might want to check with your mortgage officer, local housing authority, local building inspectors, material suppliers, or Better Business Bureau.) |
| _____ | _____ | Is this professional established and have several years of past experience in the type of work your project entails?   |
| _____ | _____ | Will this professional be accessible if problem arise after the job is completed?  |
| _____ | _____ | Does this professional have a good credit record and ability to pay subcontractors and material suppliers?<br>Does this professional carry adequate insurance?   |
| _____ | _____ | Did you get at least three written bids from reliable contractors before making a choice? (Note: the lowest bid is not necessarily the best bid.)  |

(OVER)

Do you have written agreement with the professional that includes the following:

**YES NO**

_____	_____	Full description of the work to be completed?
_____	_____	Description of type and quality of materials?
_____	_____	Acceptance of liability and agreement to obtain needed permits and meet codes, on the part of the professional?
_____	_____	Time frame of project?
_____	_____	Payment schedule?
_____	_____	Agreement to free homeowners from liens against the professional?
_____	_____	Warranty of work?
_____	_____	Have you agreed that the final payment to the professional will not be made until the work is satisfactorily completed?
_____	_____	Have you and the professional agreed on what parts of the remodeling project you will do yourself?
_____	_____	If you are financing the work through a home improvement loan, have you had the contract checked by an attorney, your mortgage company, or your bank?
_____	_____	<b>TOTALS</b>

Source: Phillips, R.G., Eubank, W., Brent, R.S. and Megrew, M.B., *Remolding: The Decision-Making Process*, University Extension, University of Missouri-Columbia, 1989.



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