

Hiring a Contractor Checklist

by Homecheck

	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5
1. Where did I find the contractor? <i>Phonebook</i> <i>Online</i> <i>Friend/Family</i> <i>Other</i>					
2. The contractor is licensed (if required) and registered as a business in this state.					
3. Contractor has all necessary insurance to complete the job safely. Including: <i>Worker's compensation</i> <i>General/Personal Liability</i> <i>Automobile</i>					
4. I researched any complaints with the Better Business Bureau, Attorney General's Office and other local consumer protections agencies.					
5. This contractor does not have too many jobs and can fit my project in within my time schedule.					
6. I obtained at least 3 references (from each contractor).					
7. I have called every reference and asked thorough questions (see list on next page).					
8. I reviewed at least one project site from the reference list in person.					
9. I have a detailed bid from this contractor. Including: <i>Describes all of project to be completed</i> <i>Estimated material cost</i> <i>Estimated labor cost</i> <i>Estimated time needed for completion</i>					

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10. I understand everything in the bid and what the project will include. I have asked for clarification on anything I do not understand.					
11. I understand the pricing.					
12. The contractor clearly lists the types of materials he expects to use.					
13. The contractor offers warranties on materials and craftsmanship.					
14. This contractor will obtain all necessary building permits.					
15. This contractor has provided a sample contract of a previous project. I understand the wording of the contract and can easily see how to adopt a similar one for my project.					
16. This contractor is easy to talk to and has been easy to get a hold of for follow up questions.					
17. Other:					
18. Other:					
19. Other:					
20. Estimated bid cost from this contractor is:	\$	\$	\$	\$	\$

Questions for References

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Print one for each reference.

Contractor: _____

Project: _____

Reference Name: _____

Reference Phone: _____ Date Called: _____

1. Are you pleased with the project result? (When talking to references for older projects ask them how the craftsmanship has handled everyday wear and tear.)
2. Did the contractor stay on or close to schedule?
3. Did the contractor stay on budget?
4. Did the contractor follow the contract? In hindsight, is there anything you would add to the contract?
5. Was the contractor easy to talk to or reach when you had questions or concerns?
6. Did the contractor stay on site to supervise his/her team?
7. Did you get along with the contractor's team? The sub-contractors they used?

8. Where you happy with how the contractor and his/her team treated your home and property? Any messes, etc.?

9. If there were any corrections, was the contractor willing to do this or did you have place a formal request or hire someone else?

10. Would you use this contractor again and/or recommend him to someone else?

11. Other Comments: