

Hire a Contractor Checklist

EZcontractordocs

FREE PRINTABLE

Questions, checks and red flags before you hire.

BEFORE YOU CALL

- ☐ Write the job down room by room and give every contractor the same description

CHECK EACH CONTRACTOR YOURSELF

- ☐ License or registration number, looked up on the official state or local website
- ☐ Liability insurance certificate (and workers' comp if they have employees), dates current
- ☐ Recent clients with similar projects you can talk to

ASK

- ☐ Who will be on site each day, and who is my contact?
- ☐ Will you pull the required permits?
- ☐ What is included and excluded: demolition, disposal, cleanup, painting, fixtures?
- ☐ Which items are allowances, and what does each one assume?
- ☐ How do you handle changes? (Answer you want: a signed written change order first)
- ☐ Payment schedule and deposit amount (some states limit deposits; check yours)
- ☐ Start date, duration, and what could delay it
- ☐ Workmanship warranty, in writing

COMPARE BIDS

- ☐ Same scope on every bid; compare inclusions, not just totals
- ☐ Deposit as a share of the price, payment schedule, start date, warranty

RED FLAGS

- ☐ Pressure to sign today or a price that expires immediately
- ☐ Large cash payment up front, or no written contract
- ☐ Reluctant to give a license number or insurance certificate
- ☐ Suggests skipping permits

BEFORE YOU SIGN

- ☐ Contract lists scope, exclusions, allowances, price, payments, dates, change process, warranty, cleanup
- ☐ Keep copies of everything and photos of the work area before the job starts