

Contractor Name:

Member of NARI or NAHB or other professional organization?	
Registered with the Better Business Bureau?	
Carries Workman's Compensation and general liability insurance?	

References:

Did the contractor stay on budget?	
Was the job completed in a timely manner?	
How was the workmanship quality?	
Were the construction workers reliable & trustworthy?	
Did the contractor work onsite or was it only his/her employees? Did he/she supervise?	
Were there any unanticipated problems?	
How did the contractor handle them?	
Was the job site kept safe and clean?	
Would you hire the contractor again?	

Make sure the contract includes the following:

- Contractors name, address, telephone number & license number. •Start dates and projected completion dates.
- Payment schedule.
- Contractor insurance information.
- Provision for conflict resolutions in case a dispute arises.
- Clause giving you the right to cancel the contract within 3 business days.
- Statement that the contractor will obtain and purchase all necessary permits.
- Specifics on duties of homeowner and duties of contractor (i.e. clean-up, trash removal, hours of access, workers' phone & bathroom permissions, and time frame for punch list completion).
- Project specifications (i.e. precise materials, appliance brands, measurements, etc.).
- A visual representation of the project, if possible.
- Written warranty covering materials and workmanship, including length of warranty. •Specifications on how changes to original plan will be handled.
- A clause for final inspection and sign-off prior to final payment.