



hiring a contractor for your remodeling project

- First, know what you want to accomplish
- Gather ideas, pictures from magazines, the internet, etc. of what you want to accomplish
- Do some homework on the contractors you decide to call – contact your state's Department of Labor & Industry to confirm license, contact the Better Business Bureau for information.
- Contact at least three contractors
- Schedule interviews
- When you met the contractor,
 - Was he professional?
 - Was he courteous?
 - Did he listen to you and your ideas?
 - Did you feel comfortable with him?
- Get an estimate or an itemized bid
 - What's the difference? An estimate is an educated guess that, in most cases, ends up being less than the cost. This point is the substance of most complaints. It is **recommended** to get an **itemized bid** that includes a list of actual costs of the material, labor, tax and permits.
- Will there be sub-contractors? Who?
- Ask for references – call the references and ask to see the work and ask about that party's thoughts on the work accomplished
- Remember, not always is the least expensive the best choice
- After making your choice of contractor, call the others to inform that you have not chosen them.
- A contract which includes:
 - Date, Name, Address
 - Explanation of the project
 - Start and finish dates
 - Payment Schedule
 - General Conditions including:
 - Materials, permits, changes in writing and costs, release of liens upon completion, clean up, indemnity if work is not up to code.
 - Signatures, Dated on two copies (one for you, one for the contractor)
- Right of Rescission – Required by law giving a 3-day grace period in which you can back out of the deal.
- Keep a log that includes:
 - Names
 - Phones Numbers
 - Dates
 - Progress
 - Payments
 - Notes
 - Reminders of questions to ask the contractor

