

# Guidelines for Selecting a Contractor

- Always Hire a Licensed Contractor
- Ask for References
- Avoid Contractors Who:
  - Engage in high pressure sales tactics, or
  - Refuse to give written estimates or Contracts, or
  - Fail to obtain the required permits, or
  - Does not provide their License number, or
  - Requests full or substantial payment before the work begins.
- Before You Agree to a Contract.....
  - Require that the Contract be in writing,
  - Require that the Contract include a minimum of the following items;
    - ✓ A summary of the work to be completed,
    - ✓ A description of the materials or a list of standard features,
    - ✓ The total Contract price or an explanation of how the Contract price will be calculated,
    - ✓ A “Start Date” and a “Completion Date”.
- Any Changes to the Contract Should be in Writing.