

SIGNATURE CONTRACTORS

What should I ask my contractor candidates?

I. Company Information

Company Name: _____

Company Address: _____

Your Contact Person and his/her title:

List All Owners Names and Titles:

(1) _____

(2) _____

(3) _____

Number of years company has been in business: _____

Number of years company has been located at the address indicated above:

(If less than 2 years at current address, also list previous address.)

II. Insurance, Licenses and Bonding

General Liability Insurance agent contact information and policy number:

Worker's Compensation Number:

Amount of Builder's Bond: \$_____ Bond Number: _____

Name and physical address of Bonding Company:

Who holds the Contractor's License for the company? _____

What is the License Number? _____

III. References

In chronological order, list references for the LAST three projects that the contractor has completed. Include the homeowner's last name, address, phone number, completion date, and project type.

Additional Notes for You....

Try to choose a contractor who has been in business for at least three years.

If the company has moved several times, this could be a sign of poor cash flow management. Be cautious about proceeding.

Make sure that the person who holds the company's Contractor's license is actually employed by the company. It is against the law for a contractor to operate under someone else's license.

Be sure to confirm that the amount of bonding indicated on your questionnaire is correct. You want to make sure that if something happens to your contractor while your project is being built that your project's completion is guaranteed.

When requesting references, it is important to verify that the contractor provides you with the LAST three projects that he/she has completed. If you allow the contractor to choose any 3 jobs he/she has ever completed, you might as well not even ask for references! This way, you'll get the most accurate account of the contractor's performance.