

# HOMEOWNER CHECKLIST

## CONTRACTOR INFORMATION COMPARISON

ARE THEY LEGAL? Confirmation of the Contractor's business license and their Contractor's license.	Name:		Name:		Name:	
	Business License #		Business License #		Business License #	
	Contractor's License #		Contractor's License #		Contractor's License #	
Confirmation of the Contractor's general liability insurance and workmen's compensation insurance. See a certificate from their insurance company. Received:	YES	NO	YES	NO	YES	NO
Inquire concerning any outstanding complaints at: Better Business Bureau: 202-393-8000 Fairfax County Consumer Agency: 703-359-9161						
Request a copy of a release of lien agreement Received:						
Request a copy of a written warranty agreement Received:						
Request a list of references Received:						
Verify Contractors Commitment How long have they been in business?						
Verify Contractor's Employees Do they have full time insured employees, or do they hire temporary workers on an "as needed basis", such as piece workers or day laborers?						

## SELECTING WHICH CONTRACTOR TO WORK IN YOUR HOME IS A CRITICAL DECISION

**A POOR CHOICE;**      *Problems & headaches will be sure to follow*  
**A PROPER CHOICE;**      *Quality & satisfaction is virtually assured*

**TIPS FOR SELECTING REMODELERS:** All homeowners should make sure that the contractor they choose to deal with are fully insured and licensed to contract the work. This checklist is to be used as a basic guideline for determining if the contractor you decide to use is **qualified** to bid the work and perform it to your satisfaction.

Properly qualified contractors, retailers and suppliers are dedicated to assisting their customers in the preservation and enhancement of the financial value of their homes. This checklist serves as an aid in this worthy investment