

10 Questions for Qualifying a Contractor

Use this helpful and easy checklist to qualify a contractor over the phone or when they arrive to give you an estimate. After all, you do want the best possible company to work on your home. Make copies of this sheet and use a new one for each contractor.

Ask the following questions and write down the answers next to the questions.

1. *Are you licensed in this State? **Yes/No** (Ask for copy of license before signing contract!)
2. How long has your company been in business under this name? _____
3. What class of license do you have and in what trades? _____
4. *Are you qualified to pull permits and will you be pulling the permits for the job? **Yes/No**
5. *Do you have General Liability Insurance? **Yes/No** (If you pick them, ask for a certificate of insurance to be sent directly to you from their insurance company. Make sure its enough to cover your home and family.)
6. *Are you, your employees and sub-contractors covered by Workers Comp. Insurance? **Yes/No** (If you pick them, ask for a certificate of insurance to be sent to you directly from their insurance company.)
7. Do you have local references? **Yes/No** (If yes, check with them before starting project.)
8. Do you have any references that are comparable to my project? **Yes/No**
9. What affiliations or memberships do you have with organizations that only endorse and accept ethical businesses?

National Association of Home Builders (NAHB) **Yes/No** How long? _____

Certified Graduate Remodelor (CGR) **Yes/No** How long? _____

Certified Aging-in-Place Specialist (CAPS) **Yes/No** How long? _____

Certified Kitchen Designer (CKD) **Yes/No** How long? _____

10. *Do you offer a *written* warranty? What kind and for how long? _____

Important Tips:

Be sure to reference the "How to Find a Professional Remodeler" brochure from NAHB for more detailed information on qualifying a contractor.

When checking references, ask if they would hire this company again.

In the state of Virginia each license class has limitations on the size of a job they can take. Listed below are the limitations. Make sure the contractor you choose is within the legal limitations.

- A **Class A contractor** works on single contracts for unlimited amounts
- A **Class B contractor** works on single contracts for **less than \$70,000**
- A **Class C contractor** works on single contracts for **less than \$7,500**

*If the contractor falls short on any of these questions, find another contractor which *will* be qualified for your project. It's your home, it's your investment....protect it!