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YOUR
CONTRACTOR
PROTECTION
CHECKLIST

Your guide to making the best decisions when preparing for your upcoming renovation project

1. **Have you interviewed your contractor?**

   Have you asked the questions you want to ask of them to make sure you are comfortable? Don't be shy ... you will be letting this team into your private space.

2. **Follow up on contractor references**

   Hear firsthand from other people they have worked for and get their feedback.

   Do they have active jobs you can visit to see firsthand their work or an up to date website where you can see true examples of the quality of work?

3. **Request Proof of Liability Insurance**

   Does the contractor have adequate liability insurance (2-5-million-dollar liability) to protect themselves and you should something happen during the renovation?

4. **Request Proof of WSIB**

   Protect yourself and help to protect those working on your property.

5. **How detailed is the contract / proposal / quote?**

   Has the quote been provided in a professional manner?

   Familiarize yourself with all the terms and conditions. This is just as important as the scope of work!

6. **Does your contractor offer a guarantee or a warranty?**

   What extended service and support will be available to you after the work has been completed?

7. **Do they provide info or a process on how they plan to protect your property during the renovation?**

   Covering walls, carpets or floors?

8. **Do they have an established presence in the community?**

   Are they local and respected by those in community?

9. **Confirm what resources will actually be made available to your project**

   Will you have a continuous project manager or project lead to ensure continuity and flow or do the crews get changed up?? Will they guarantee a continued work schedule by the same team until the project is completed?

10. **Consider the lowest price is not always the best choice!**

    Ask yourself why they are so low. Have they covered the same detail as the others? Are they providing the same guarantee and warranty?
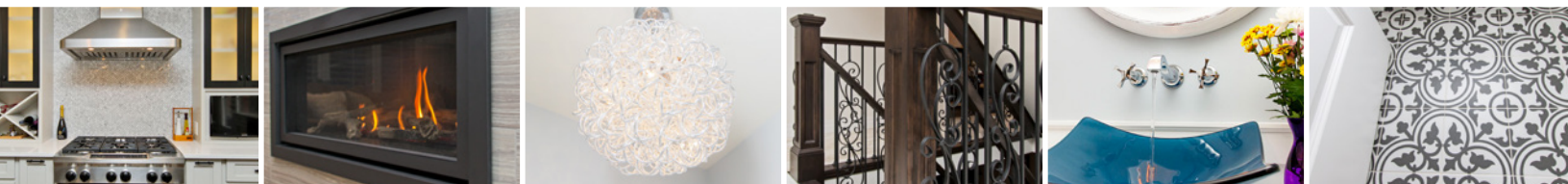
11. Don't do cash deals

In most cases cash deals are typically done by contractors not providing a contract they will stand behind, who don't carry the proper insurance or pay the appropriate taxes. Consider this... Will they be there for you when you need them or there is an issue?

12. Get it in writing!

After selecting a contractor expect a detailed line item by line item scope of work so it is clear exactly what wok will be taking place for the agreed price.

Review all the documents that have been prepared carefully. Do they look professional? Scrutinize the contract. Does it seem fair and balanced? And make sure the legal agreement includes the following:

a. a quoted price and payment schedule

b. specifics about the scope of work

c. the site plan and permits required (+fees if applicable)

d. a sequential schedule of primary construction tasks

e. a change-order clause

f. a written procedural list for close-out (as-builts / documentation to the client)

g. specific warranty

13. Before you sign any contract, follow this checklist to protect your home, your family, and your investment.

Is the contractor interested in your project?	❑ Yes ❑ No
Is the contractor too available?	❑ Yes ❑ No
Does the contractor's estimates keep changing?	❑ Yes ❑ No
Does your contractor have a detailed process/schedule for how the project is expected to be delivered? Can they show you examples of process?	❑ Yes ❑ No
Will the contractor provide at least three customer references?	❑ Yes ❑ No
Will the contractor arrange for you to visit a current project?	❑ Yes ❑ No
Does the contractor have business liability insurance?	❑ Yes ❑ No
Will the contractor provide you with a written contract?	❑ Yes ❑ No
Will the contractor provide a written warranty for work performed?	❑ Yes ❑ No
Was the contractor responsive to your questions and concerns?	❑ Yes ❑ No
Do you feel you could work well with this contractor?	❑ Yes ❑ No

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