

HELPFUL STEPS FOR HIRING A CONTRACTOR

STEP
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STEP
02

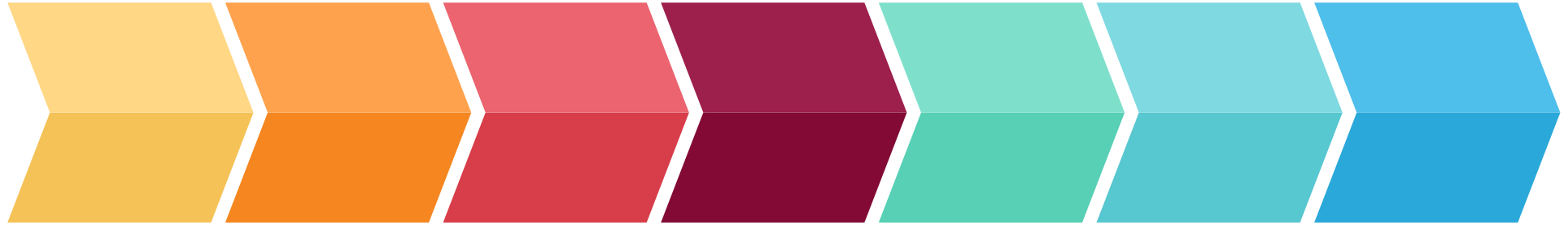
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CHOOSING A CONTRACTOR

Get contractors names from the HBA of Greater Grand Rapids or friends and neighbors.

Be aware that all contractors offering to do work totaling over \$600 must be licensed by the State of Michigan and should have appropriate insurance.

REFERENCES

Ask for the name and address of previous clients.

Be sure the contractor has a permanent business location and phone number.

Check the contractors credit reputation with local banks or suppliers.

ESTIMATES

Compare prices. Remember a low bids based on inferior materials may not be such a great bargain.

Be sure estimate indicates the total price, terms of payment, kind of materials and when the job will be completed.

Be wary of special prices because of left over materials, or other jobs in the area they are often gimmicks.

GET IT IN WRITING

A written agreement will make sure there are no misunderstandings about the work or terms of the contract.

Read all documents carefully. It is not required, but you may want an attorney to review the agreement.

Ask questions about anything you don't understand. Make any modifications before you sign.

CONTRACT

Should include: Company name, address, phone and license number.

Detail job description listing all materials, costs and terms of payment.

Start and end dates.

Statement that contractor will get all required building permits.

Guarantee that contractor has liability and workers comp insurance.

Provision for credit of left over material and how extra costs will be handled.

PAYING THE CONTRACTOR

Never pay the entire job in advance.

Make a deposit when work begins, pay by check and always get a receipt.

Make scheduled payments as work progresses.

RESOLVING PROBLEMS

If you have problems first try to resolve them with the contractor before the final payment.

Contact the local building inspector to resolve workmanship and code violations.

Other alternatives include Small Claims Court, Better Business Bureau, or filing a complaint with the Bureau of Professional Licensing, Legal Affairs Division at michigan.gov/bpl.