



# G.A.P. CONSTRUCTION, LLC

## **TOP 5 THINGS YOU SHOULD KNOW TO HIRE A CONTRACTOR**

If you are deciding to make changes in your home or you need repairs, one of the most important decisions you'll make is choosing a contractor.

The following is a guideline to keep in mind when choosing a contractor.

- 1) **Check references.** Contact at least 3 references. When contacting previous clients have a list of questions:
  - Were they honest and trustworthy? Were they in your home when you were not?
  - How was the quality of work? Workmanship?
  - Were the quality of materials what was expected and agreed upon?
  - How often was the contractor on site overseeing the project?
  - Did they communicate and consult well? Were you advised throughout the project? Were they professional?
  - Did they respond within 24 hours or less to a phone call, text or email?
  - How well did the project stay on time and was a timeline provided (verbal or written)?
  - Were they punctual?
  - Were subcontractors used? Did subcontractors show up on time? Were they professional, insured, and licensed?
  - Did the project stay on budget? How were upgrades handled once the project began?
  - How were changes handle? Were you notified prior to any changes and were all costs agreed upon before change was implemented?
  - Was the project site kept clean? Were any precautions taken to protect any area not "under construction"?
  - Would you use this contractor again?
  - Did the final outcome meet your expectation? Have previous client rate them on a scale from 1 to 10 with 1 the least and 10 the best.
- 2) Make sure the contractor is properly licensed and insured. Ask how many years they have been in business? Ask the type of license they carry and request certificates of insurance and verify that the insurance is current. Do all subcontractors carry work compensation and liability insurance? Verify that subcontractors are paid with lien releases.
- 3) Get at least three detailed estimates from different contractors. Write down exactly what you hope to accomplish in your project so each contractor is bidding on the same work. This will give you a comparison between contractors. Have the contractor submit the estimate in written form. The estimate can serve as a type of written verification with verbiage added to accept work and be signed by you and contractor or ask for a contract.
- 4) Be careful giving any money upfront; if at all. We recommend paying the project in three equal payments throughout the project. First payment – 1/3 of work done; 2<sup>nd</sup> payment 2/3 work done; and 3<sup>rd</sup> payment when all work is complete. If contractor needs money upfront agree upon 2% of total project cost (from estimate) and no more; then follow the 3 payment steps.
- 5) Be sure you like the contractor. Follow your instincts. If you don't feel comfortable communicating with your contractor prior to the project then it will be more difficult once the project begins.