TOP 10 TIPS TO REMEMBER WHEN HIRING A CONTRACTOR

1. PLAN YOUR PROJECT
   - Prioritize work plan to allow you to move back into your home.
   - What is your budget?
   - What do you want done?
   - Which contractor has the skills to complete the work?

2. GET 2 OR 3 ESTIMATES
   - Estimates must include labor and materials, payment schedule and completion date
   - Don’t just look at final costs – look at cost, quality of materials and contractor’s liability insurance

3. VERIFY THE CONTRACTOR’S LICENSE & INSURANCE
   - Obtain a copy of their Louisiana license
   - Obtain a copy of the Contractors Liability Insurance
   - Confirm license is active at lslbc.louisiana.gov

4. CHECK AT LEAST 3 REFERENCES
   - Get contact information for previous clients
   - Ask previous clients if they were satisfied and if the contractor kept to schedule/terms
   - Check if there are any complaints against contractor at lslbc.louisiana.gov

5. REQUIRE A WRITTEN CONTRACT AND PROJECT PLAN
   - Contract and project plan must be provided to case manager prior to grant execution and must include the following:
     > Detailed description of work to be done, also known as SOW (Scope of Work)
     > Building permit requirements
     > Material to be used
     > Equipment/Appliances to be installed
     > Schedule of payments
     > Timeline for completion
   - Get any changes to the agreed upon SOW in writing and understand contract before signing

6. DON’T MAKE A LARGE DOWN PAYMENT
   - Contribute minimal down payment to start
   - Beware of large down payment for purchasing materials
   - Never pay in cash and get a signed receipt or paid invoice

7. MAKE PAYMENTS AS WORK IS COMPLETED
   - Set up a payment schedule based on completed work
   - Payments may be tied to approved inspections by building officials
   - Never pay for something not completed
   - Do not pay for anything in cash

8. MONITOR THE JOB IN PROGRESS
   - Verify permits are displayed
   - Check the progress regularly against your project plan. Request that your contractor keeps your project plan updated.

9. DON’T MAKE THE FINAL PAYMENT UNTIL THE JOB IS COMPLETE
   - Are you satisfied with the completed work?
   - Verify that any and all liens have been released

10. KEEP ALL PAPERWORK RELATED TO YOUR JOB
    - Keep a file for all papers and documents such as contract, change orders, bills, invoices, receipts of payments, and all correspondence with contractor
    - Keep any photos of the job in progress

ALWAYS HIRE A LOUISIANA LICENSED CONTRACTOR

Please call the Restore Louisiana Fraud Hotline if you experience contractor fraud at 866-364-3457.