



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](https://www.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](https://www.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.

