

Tips for Hiring a Contractor

- ❖ **Do** insist on a written contract with time frames for completion of the work and a detailed description of the materials and scope of the job. Make sure the paperwork notes any deposit paid, including the check number.
- ❖ **Do** check with your local contractor licensing or building department on whether the contractor is properly licensed and insured and if there have been complaints.
- ❖ **Do** check with the Better Business Bureau (website: www.bbbsoutheastflorida.org) on the company's record of dealing with complaints.
- ❖ **Do** call the company to make sure the person you are dealing with actually works for them and check back after a few days to make sure the paperwork on your contract was submitted.
- ❖ **Do** keep detailed notes of meetings, letters, phone calls and emails, including the dates and times and the name of the person you contacted.
- ❖ **Don't** deal with any business that requires you to pull your own building permit.
- ❖ **Don't** pay cash or write a check to an individual
- ❖ **Don't** try to save money by hiring workers who are moonlighting. You will not be protected by the company's insurance or license if something goes wrong.