

NARI® Of Greater Chicagoland

780 Lee Street, Suite 108

Des Plaines, IL 60016

Telephone: 847-298-6212 Fax: 847-388-4800

Email: NARICHicagoland@aol.com

Website: www.narichicago.org

Contractor Checklist©

| | | |
|--|-----|----|
| Was the Contractor / Salesperson on time? | Yes | No |
| Was their appearance neat and professional? | Yes | No |
| Was their vehicle presentable? | Yes | No |
| Did they have a presentation book / photos, visual presentation? | Yes | No |
| Did they listen to your ideas / ask questions about your needs? | Yes | No |
| Did they suggest options / alternatives / ideas? | Yes | No |
| Do they have insurance (Liability & Workmen's Compensation)? | Yes | No |

A few notes about insurance:

Request proof of insurance and have it directly mailed to you from the insurance company (otherwise, they can make copies of the certificate and cancel the policy). Contractors you hire must have a General Liability policy. Any contractor with employees must have a Workmen's Compensation policy, (otherwise the employees can sue the homeowner if they get hurt). If they do not have employees, but use subcontractors, the subs must carry their own insurance.

Request a list of references (see *Call References and Ask*).

| | | |
|--|-------|-------|
| How many years have they been in business, under their current name? | _____ | years |
| Are they a member of any trade organizations? | Yes | No |
| Are they members of any other organizations? (<i>Better Business Bureau, Chamber of Commerce, etc.</i>) | Yes | No |
| Do they have any continuing education or certification designation? | Yes | No |
| Do they have a Website? _____ | Yes | No |
| Do you feel comfortable with them? | Yes | No |

***Only hire contractors who carry current, proper insurance.
Only hire contractors with whom you feel comfortable.***