

Top 10 Tips



make sure your contractor measures up

1. Hire only licensed contractors.
2. Verify license status online at www.dpor.virginia.gov/LicenseLookup or call (804) 367-8511.
3. Check references + past work.
4. Get *at least three* estimates.
5. Insist on a **written contract** and don't sign anything until you completely understand the terms.
6. **Limit your deposit** to 10% down or \$1,000, whichever is less. (*Up to 30% of total contract value in case of custom-made items.*)
7. Don't let your payments get ahead of the work.
8. Don't pay 100% of the bill until the work is 100% complete.
9. **Never pay cash.**
10. Keep a file of all payments and papers relating to your project (change orders, warranties, etc.).



Department of Professional and Occupational Regulation

Board for Contractors

www.dpor.virginia.gov

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