

# **APPENDIX J**

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## **top 10 tips to Remember when Hiring a Contractor**

**State of Louisiana**

**Certification Checklist**

Prepared by  
Louisiana Office of Community Development/Disaster Recovery Unit

# TOP 10 TIPS TO REMEMBER WHEN HIRING A CONTRACTOR

## 1. PLAN YOUR PROJECT

- What do you want done?
- Who do you need to complete?

## 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 and quality of materials

## 3. VERIFY THE CONTRACTOR'S LICENSE

- Obtain a copy of their Louisiana license
- Confirm license is active at [www.lslbc.louisiana.gov](http://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

## 5. REQUIRE A WRITTEN CONTRACT

- Get any changes in writing and understand contract before signing
- Contract must include the following:
  - Detailed description of work to be done
  - Building permit requirements
  - Material to be used
  - Equipment to be installed
  - Schedule of payments
  - Timeline for completion

## 6. DON'T MAKE A LARGE DOWN PAYMENT

- Contribute minimal down payment to start
- Beware of large down payment for purchasing materials

## 7. MAKE PAYMENTS AS WORK IS COMPLETED

- Set up a payment schedule
- Payments may be tied to approved inspections from building officials
- Never pay for something not completed
- Do not pay for anything in cash

## 8. MONITOR THE JOB IN PROGRESS

- Check the progress regularly
- Verify permits are displayed

## 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

- Develop 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**

