

Checklist for Hiring Home Improvement Contractors Guidance for Atrium Unit Owners

NA = Not Applicable, the more Yes responses to applicable questions, the better.

Yes	No	NA	Questions to ask your Contractor/Contractor Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the contractor registered as required by State law?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the contractor have personal injury liability insurance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the contractor have property damage insurance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If complex plumbing is involved, does the contractor have a Master Plumber's License required by the County?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If complex electrical work is involved, does the contractor have an Electrical Trade License required by the City?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If complex HVAC/heat pump work is involved, does the contractor have a Mechanical Trade License required by the City?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For larger projects, did you obtain written estimates (recommend three) from contractors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you obtained several recommendations (recommend three) from others satisfied for the <u>type of work planned</u> in your unit?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you checked that the contractor has a positive rating with the Better Business Bureau?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a written contract (signed by you and contractor) that includes the total price of the project, estimated start and completion dates, a description of the work, payment schedule?
For questions, contact the Atrium Office/Superintendent or any Atrium Board Member.			

Note: "Contractor" may refer to either the individual contractor or the contractor's company.

The above checklist is a partial list of considerations. Additional guidance is available from online sources, for example:

<https://www.attorneygeneral.gov/protect-yourself/home-improvement/>

<https://www.travelers.com/resources/home/renovation/checklist-for-hiring-the-right-contractor>

<https://www.forbes.com/advisor/home-improvement/how-to-hire-a-general-contractor/>

<https://www.homeadvisor.com/r/guide-to-hiring-a-contractor/>