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

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
   • 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
   • Get any changes in writing and understand contract before signing

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