

# CHECKLIST FOR *Success*

## **DO:**

- Plan your project carefully.
- Shop around before hiring a contractor.
- When requesting bids, provide the contractor with accurate plans or drawings that will enable them to determine the scope and cost of work.
- Check with the Constructors State License Board to make sure the contractor is properly licensed, and to check the status and disciplinary history of the license.
- Look at work the contractor has completed.
- Consult with more than one lending institution regarding the type of loan to obtain.
- Ask your lender to recommend a funding-control company if construction is greater than \$500k.
- Make sure everything you and your contractor have agreed upon is included in your contract scope of work. Upon completion and understanding the contract it is acceptable to sign.
- Ask your contractor about inconveniences that may occur, and plan accordingly.
- Keep a job file.
- Make frequent inspections of the work, including a final walk-through.

## **DO NOT:**

- Do not hire an unlicensed contractor or an un-insured contractor. Be sure the contractor carries Workers Compensation.
- Do not hire a contractor without first shopping around.
- Do not act as an owner/builder, unless you are very experienced in construction.
- Do not sign anything until you completely understand and agree to the terms.

***Success is simple.  
Do what's right, the  
right way, at the  
right time.***

**— Arnold H. Glasow**



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