

# Top 10 Tips



*make sure your contractor measures up*

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- 1.** Hire only licensed contractors.
- 2.** Verify license status online at [www.dpor.virginia.gov/LicenseLookup](http://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](http://www.dpor.virginia.gov)

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