



**There are many things you need to consider when hiring a contractor. To learn more about hiring a contractor, please read this brochure: Review the following list of suggestions BEFORE you hire a contractor:**

- Verify the contractor's name, address, and phone number. Be wary of workers who give you pager numbers, or post office boxes, rather than street addresses.
- Request references on similar work performed by the contractor. Ask to see a job in progress, and ask for the name and number of a customer who had work done over a year ago.
- Make sure that your contractor has an occupational license from the Alabama Home Builders Licensure Board. (General contractors licensed prior to January 1, 1992, are exempt.)
- Obtain 2 or 3 bids. When comparing estimates, be sure each is based upon the same set of plans, specifications, and scope of work.
- Check with professional associations and licensing boards (see below) to verify the worker's record. Ask to see the contractor's pocket-sized license card.

Check to see if the remodeler has a professional designation such as the Certified Graduate Remodeler (CGR), which is awarded upon completion of coursework in technical courses, business management, and contracts and law.

### **Before your contractor begins work, you should...**

- Ask to see proof of workman's comp (when applicable) and liability insurance.
- Agree on finance charges and make a payment schedule.
- Make sure you have guarantees and warranties in writing.
- Agree on start and finish dates and put the dates in writing.
- Make sure the contract is specific, including details about size, colors, materials, brands, and models.

### **Numbers you need to know:**

- Home Builders Association of Alabama - 1.800.745.4222 or [www.hbaa.org](http://www.hbaa.org) for information on how to contact your local home builders association.
- Home Builders Licensure Board - 1.800.304.0853 or [www.hblb.state.al.us](http://www.hblb.state.al.us) to find out if the remodeler you are dealing with is licensed.
- Attorney General's Consumer Hotline - 1.800.392.5658 or [www.ago.alabama.gov](http://www.ago.alabama.gov) if you have been the victim of home repair fraud.
- Better Business Bureau - 1.800.824.5274 or [www.bbb.org](http://www.bbb.org) to find out if any complaints have been filed against the remodeler with which you are dealing.