



Be Aware

Watch for these
Contractor Scam
Warning Signs

- ⚠ Door-to-Door Solicitations
- ⚠ High Pressure Sales
- ⚠ Scare Tactics
- ⚠ Demands for Cash
- ⚠ Unusually Large Down Payments
- ⚠ Verbal Agreements
- ⚠ Extremely Low Bids
- ⚠ No Permanent Place of Business
- ⚠ No Contract
- ⚠ No Insurance
- ⚠ Inadequate References
- ⚠ Special Deals

If you have any questions before you hire a contractor,
contact the North Carolina Licensing Board
For General Contractors at 919-571-4183

www.nclbgc.org



North Carolina Consumer Protection
1-877-5-NO-SCAM or 1-877-566-7226
www.ncdoj.gov/consumer

Better Business Bureau
(703) 276-0100
www.fbbb.org

**North Carolina Department of Insurance
Engineering and Codes - Building Code Enforcement**
1-800-634-7854
www.ncdoi.com/OSFM/Engineering_and_Codes



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For General Contractors
919-571-4183
www.nclbgc.org
5400 Creedmoor Road
Raleigh, NC 27612

A CONSUMER'S GUIDE TO

HIRING A LICENSED CONTRACTOR



These 10 Important Tips
can protect you from substantial
financial loss and emotional stress.



*Protect Yourself Before You Build
Or Remodel Your Home!*

10 TIPS FOR HIRING A CONTRACTOR



1. Plan Your Project

Plan out in detail what you want done and who you will need to complete it. No two projects are the same, and some may require a specially licensed contractor. Contact your local permitting office to see if permits are required to assure code compliance.

2. Get Several Estimates

When comparing estimates from different contractors, don't just compare the bottom line cost. Look at the cost, quantity and quality of materials in each estimate. Be sure the estimate includes the total price, the materials to be used, a time table for payments and the expected time line for completion of the work.

3. Verify The Contractor's License

Get proof that the contractor you may be working with is licensed. Contact the North Carolina Licensing Board for General Contractors to check the status of the contractor's license. Only work with contractors who are currently licensed.

4. Check At Least 3 References

Ask your contractor for written references. Contact each reference and ask if they were satisfied with the contractor's work and if the contractor kept to the schedule and contract terms.

5. Require A Written Contract

The contract should be a detailed description of the work to be done, the material to be used and the equipment to be installed. Be sure there is a schedule of payments and a time line for when the work will be completed. Be sure you understand the contract before you sign it. Any changes that occur should be noted in writing.

6. Don't Make A Large Down Payment

The down payment you pay in order for work to begin should be minimal. Beware of contractors asking for a large down payment so that they can purchase the materials to begin your project.

7. Make Payments As Work Is Completed

Set up a payment schedule that follows the work as it is being completed. Never pay for something that has not been completed. Do not pay for anything in cash.

8. Monitor The Job In Progress

Check in regularly on the progress of the work. Any and all permits should be displayed by the contractor while the work is being done.

9. Don't Make The Final Payment Until The Job Is Complete

Before making the final payment make sure that you are satisfied with the completed work. Verify that any and all liens have been released.

10. Keep All Paperwork Related To Your Job

Be sure to keep a record of all documents that pertain to your project. This includes the contract, any written changes, all bills and invoices, receipts of payments and all correspondence with your contractor. You should also include photos of the job in progress.



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