

# CONTRACT CHECKLIST

## *For home improvement projects*



### CONTRACTOR INFORMATION

Company name, address, license number(s), monetary limit(s)



### HOMEOWNER INFORMATION

Name, mailing address, physical address/legal property description



### PROJECT INFORMATION

- Date of contract
- Estimated completion date
- Description of work to be performed
- Total amount of contract, including taxes
- Notice of the Board's Residential Recovery Fund
- Any change orders agreed upon by the owner and contractor must be incorporated into the contract and include all changes in scope and price of work
- Ensure all permits are obtained



### PAYMENT INFORMATION

- Down payment cannot exceed \$1,000 or 10% of contract price, whichever is less. A down payment may only exceed this amount if the contractor posts a Consumer Protection Bond with the Board in the amount of \$100,000, or if the contractor was previously granted relief of the requirement to post a license bond. You can check your contractor's bond status on the Board's website.
- Schedule of progress payments (not to exceed 100% of contract value). This excludes finance charges & initial down payments or deposits made. *Not required if Consumer Protection Bond is obtained.*



### AS THE PROJECT OWNER, YOU ARE ALLOWED:

- To initial all contract provisions agreed upon.
- To contact an attorney for an explanation of your contract rights.
- To ask for written contract in the language used to explain the contract.
- To receive legible copies (physical or electronic) of all signed documents and a written receipt.
- To modify the contract to ensure compliance with the law.

**Always verify a contractor is properly licensed.**

**Contact the NSCB with any questions or concerns. (702) 486-1100 or (775) 688-1141**