



Preamble

The Nevada State Contractors Board reminds you to exercise your rights and responsibilities when making home improvements. As a Nevada homeowner, you have the following rights when working with contractors:

HIRING A CONTRACTOR:

- ✎ You have the right to hire only licensed contractors and to check the license through the Nevada State Contractors Board at www.nscb.state.nv.us
- ✎ You have the right to examine a contractor's past work and to check references
- ✎ You have the right to get at least three bids from licensed contractors before hiring a contractor

PROJECT PAYMENTS

- ✎ You have the right to make payments as work is completed
- ✎ You have the right not to pay cash for home improvement projects
- ✎ You have the right to withhold a final payment until the work agreed upon in the contract is completed

PROJECT PAPERWORK

- ✎ You have the right to require that the contract include one project price, which includes all labor and materials
- ✎ You have the right to negotiate a clear contract that includes a written payment schedule and completion date
- ✎ You have the right to review the contract and only sign it when you understand the terms
- ✎ You have the right to require your contractor to obtain a building permit for your project

CONSUMER RESPONSIBILITIES

As a consumer, you have these rights, but you also have the responsibility to properly plan and manage your project and insist on your rights





Homeowner's Rights Checklist

KNOW YOUR RIGHTS AND RESPONSIBILITIES

- ☐ Read the Home Improvement Bill of Rights on reverse
- ☐ Go to the NSCB website at www.nscb.state.nv.us and:
 - ☐ Read the "Consumer Checklist"
 - ☐ Read "Ten Tips for Making Sure Your Contractor is on the Level"

HIRING

- ☐ Hire only licensed contractors
- ☐ Ask to see the contractor's official NSCB pocket card
- ☐ Get at least three written bids from licensed contractors
- ☐ Verify that all bids are for the same scope of work
- ☐ Check contractor's status with the Nevada State Contractors Board at www.nscb.state.nv.us
- ☐ Ask for references and follow up by inspecting the contractor's completed work

THE CONTRACT

- ☐ Negotiate a clear and complete written contract
- ☐ Insist on specific written descriptions
- ☐ Look for: (not all of these items are required)
 - ☐ One price for the work to be done
 - ☐ Contractor's license number and monetary limit
 - ☐ Specific descriptions of work to be done and materials to be used
 - ☐ Start and completion dates
 - ☐ An agreement that the contractor will obtain building permits
 - ☐ A payment schedule including the down payment amount
 - ☐ A "Notices to Owner" regarding lien laws and the Residential Recovery Fund
 - ☐ A notice that the contractor whether the contractor carries commercial general liability insurance and the carrier
- ☐ Insist that all changes, additions and deletions to the contract are in writing
- ☐ Create a job management file and keep the written contract, change orders, payment records and all other documents in it

PAYMENTS

- ☐ Pay as work is completed according to the contract schedule
- ☐ Don't let payments get ahead of the work
- ☐ Avoid cash payments

SUBCONTRACTORS AND LIENS

- ☐ Make a list of all subcontractors and check their license status at www.nscb.state.nv.us
- ☐ Get unconditional lien releases signed by all subcontractors and material suppliers
- ☐ Keep a record of all material deliveries, dates and progress of work



Nevada State Contractors Board

www.nscb.state.nv.us

Southern Nevada

8400 West Sunset Road, Suite 150
Las Vegas, NV 89113
(702) 486-1100 phone
(702) 486-1190 fax

Northern Nevada

5390 Kietzke Lane, Suite 102
Reno, NV 89511
(775) 688-1141 phone
(775) 688-1271 fax

