

Contractor Questionnaire (short form)

Notes:

Part I Company info

1. _____
Name of Company _____ Type of entity (e.g. partnership, corporation etc.) _____
2. Owner(s) _____ Title _____
Owner(s) _____ Title _____
Owner(s) _____ Title _____
3. _____
Street Address _____ City _____ State _____ Zip code _____
4. Number of years this company has been in business _____
5. Number of Years this business has been at this address _____ (if less than 4 years, write previous addresses on an attached sheet).

Part II License, Insurance and Bond

6. Name of person who holds the Contractors license _____
6a. License # _____
7. Do you have employees on your payroll? YES NO
7a. If yes, write in Worker's Compensation number _____
8. Liability Insurance policy number _____ Exp. Date _____
8a. Name of Insurance agent _____
9. Amount of Builders Bond \$ _____ Bond # _____
- 9a. Bonding Company _____
Name _____
- 9b. _____
Street Address _____ City _____ State _____ Zip code _____

Part III Projects and References

Please list your last four projects in chronological order (beginning with the most recent completed project). Include the project name, Start date, Completion date. Include the owner's phone number if we may contact them for a reference.

<u>Project name</u>	<u>Start</u>	<u>Complete</u>	<u>Phone number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of person completing form _____ Title _____ Date _____

Notes to the homeowner:

Questions 1 & 2: General information about the company. Is there one owner, a corporate structure or a partnership?

Questions 3, 4 & 5: These questions try to establish whether the company a stable entity in the community. Look for a company that is established and has been around for several years. Changing addresses or names is generally a sign of financial problems and mismanagement.

Question 6: Obviously it is important that the company has a valid contractors license. It is also important to know who qualified to receive that license. Sometimes a companies will “work under” a license of a person who is not employed with their company. This is an illegal practice that is fairly common. Make sure that that company employs the licensee.

Question 7: Some general contractors have employees and others form a partnership between two or more individuals. Those without employees rely on subcontractors to complete most of the work. A contractor who has employees is required to have Workers Compensation. If he doesn't you could be liable for injuries on your property.

Question 8: Liability insurance covers accidental damage caused by the contractor or employees. Get a copy or the insurance certificate from the insurance agent.

Question 9: A Bond is a guarantee for the completion of a job. Some states require a bond, others don't. If a bond is required, verify the dollar amount through the bonding company or the contractors licensing board. Bonds are generally divided between materials and labor. If a contractor leaves the job or is involuntarily disabled, the bond will cover the cost of hiring another contractor to complete the job (up to the dollar amount of the bond). If you follow the payment process in the Owner-Contractor Agreement, you avoid paying for work that is not completed.

References: Almost any contractor can find 3-4 good references amongst his jobs. Don't give him the opportunity to pick and choose the best ones. Get information on the LAST four jobs completed. Check the start and finish dates and confirm them with the owners. If the contractor doesn't want you to contact the owner, ask for an explanation.