

# 10 Questions for Qualifying a Contractor

Use this helpful and easy checklist to qualify a contractor over the phone or when they arrive to give you an estimate. After all, you do want the best possible company to work on your home. Make copies of this sheet and use a new one for each Contractor.

Ask the following questions and write down the answers next to the questions.

1. \*Are you licensed in the State of Virginia? **Yes/No** (ask for copy of License before signing contract!)  
Note: Licenses can be looked up at [www.dpor.virginia.gov](http://www.dpor.virginia.gov), click on License LookUp
2. How long has your company been in business under this name? \_\_\_\_\_
3. What class of license do you have and in what trades? Class A      Class B      Class C  
\_\_\_\_\_
4. \*Are you qualified to pull permits and will you be pulling permits for the job? **Yes/ No**
5. \*Do you have General Liability Insurance? **Yes/ No** (if you pick them, ask for certificate of insurance to be sent directly to you from their insurance company/agent. Make sure its enough to cover your home and family)
6. \*Are you, your employees, and sub-contractors covered by Workers Compensation Insurance? **Yes/No**  
(If you pick them, ask for certificate of insurance to be sent directly to you from their insurance company/agent. Make sure its enough to cover your home and family)
7. Do you have local references? **Yes/ No** (If yes, check with them before starting project).
8. What affiliations or memberships do you have with organizations that only endorse and accept ethical businesses?  
National Association of Home Builders (NAHB) **Yes/No**  
NAHB Certified Graduate Remodelor (CGR) **Yes/No**  
NAHB Certified Aging in Place Specialist (CAPS) **Yes/No**  
NAHB Certified Green Professional (CGP) **Yes/No**  
Member of Local Chamber of Commerce? **Yes/No** \_\_\_\_\_
9. Are you an EPA Lead Safe Contractor/Firm? **Yes/No**  
Note: Homes 1978 and older must be tested for lead. An EPA Lead Safe Certified Firm must be used.
10. \*Do you offer a *written* warranty? **Yes/No** (if yes, should be in their contract stating what it is and what it covers)

## **Important Tips:**

When checking references, ask if they would hire this company again.

In the State of Virginia each license class has limitations on the size of a job they can take. Listed below are the limitations. Make sure the Contractor you choose is within the legal limitations.

- A **Virginia Class A Contractor** works on single contracts for unlimited amounts.
- A **Virginia Class B Contractor** works on single contracts for *less than* \$70,000.
- A **Virginia Class C Contractor** works on single contracts for *less than* \$7,500.

\*If the Contractor falls short on any of these questions, find another Contractor which *will* be qualified for your project. It's your home, it's your investment...protect it!