

## **CONTRACTOR DUE DILIGENCE**

| <b>Three Referrals or 5-Star Reviews.</b> This will give you a sense of the GC's reputation and quality of work.   |
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| <b>Certificate of Insurance.</b> Verifies that the GC has insurance coverage for general liability and workers' compensation, protecting you from liabilities in case of accidents or damages.     |
| <b>Construction Supervisor's License Number (CSL).</b> Confirms that the GC is licensed to supervise construction projects.  |
| <b>Home Improvement Contractor Number (HIC).</b> Verifies that the GC is registered to perform home improvement work.  |
| <b>LeadSafe Renovator Supervisor Number (LSR).</b> Ensures the GC is certified to handle lead-safe renovations if your home was built before 1978.   |
| <b>OSHA Certifications.</b> Ensures the GC and their team are trained in occupational safety and health.   |
| <b>Safety Manual.</b> Confirms that the GC has documented safety procedures and practices.   |
| <b>Project Management Tool/Communication.</b> Understands how the GC manages projects and communicates with clients.   |
| <b>Team (Project Point of Contact List).</b> Knows who will be working on your project and how to reach them.  |
| <b>Professional Website with a Portfolio of Completed Works.</b> Reviews the GC's previous work and professionalism.   |
| <b>Detailed Proposal with Trades/Assemblies Priced Separately.</b> Understands the cost breakdown of your project.   |
| <b>Contract Clarity.</b> Ensures that the GC provides a clear and detailed contract that outlines the scope of work, payment schedule, and other important terms.                                  |
| <b>Permitting Process Knowledge.</b> Confirms that the GC is knowledgeable about the permitting process and will obtain all necessary permits.   |
| <b>Membership in Professional Associations.</b> Verifies that the GC is affiliated with professional associations, indicating a commitment to staying updated on industry standards and practices. |
| <b>References from Suppliers or Subcontractors.</b> Ensures that the GC has good relationships with suppliers and subcontractors, which can affect the timeline and quality of your project.       |
| <b>History of Legal Disputes or Complaints.</b> Checks if the GC has a history of legal disputes or complaints, which can be a red flag.   |
| <b>Project Timeline and Milestones.</b> Understands the proposed timeline for your project and the key milestones.   |
| Warranty Offered. Knows what kind of warranty the GC offers on their work.   |
| <b>Customer Service.</b> Assesses the GC's level of customer service and responsiveness.   |
| <b>Payment Terms.</b> Understands the payment terms and ensure they are fair and reasonable  |