

THINGS TO KNOW WHEN HIRING A CONTRACTOR OR BUILDER

THE CONSUMER'S CHECKLIST

Building or remodeling your current home is an important decision that effects your day to day quality of life and your long term financial wellbeing. Here is a simple guide to help you along the way.

PLANNING YOUR PROJECT

- Take time to organize your design wants and needs.
- Prioritize the list and features you would like in order of importance.

ESTIMATES

- It is important to get several estimates when looking to build a new home or remodel an existing home. Getting quotes from licensed contractors with good references allows you to make an educated decision saving time and money in the long run.
- Make sure to get all estimates written with detail. Expectations should be clear for both you and the contractor.
- Things to include in an estimate:
 - Specific details about the work and what is to be completed.
 - Breakdown of the costs involved.
 - Any down payments required.
 - Any policies concerning issues that may be discovered upon completion of work.

CONTRACTS

Getting a contract signed by both yourself and your contractor is an easy way to protect your interests and investment.

Here is some information to include:

- Information included in estimate.
- Any guarantees or warranties.
- Timeline for project.
- Payment details such as down payment and when full payment is due.
- Who is responsible for any permits required.
- List of subcontractors along with license numbers, as well as who is responsible for their payment.

References

- Ask your professional for references and contact them to confirm the information you've been given and hear about their experience with the company.
- Ask your professional if they belong to any professional organizations or national registries.

LICENSING

- Any contractor planning on completing a job over \$4,000 must be licensed by the ND Secretary of State. You can search the list of Licensed Contractors by going to the Secretary of State's website at www.sos.nd.gov.
- Any contractor from out of the local area is required to have a Transient Merchant License issued by the ND Attorney General. A list of Transient Merchants can be accessed on the Attorney General's website under "Consumer Resources."

PROTECTING YOURSELF FROM FRAUD

Unfortunately, there are several businesses out there that prey on people who are victims of natural disasters or people who are in a rush to get a project completed. Here are some warning signs:

- Any professional that is requesting full payment or a large down payment before the work starts.
- Contractors that require payment before a final walk-through and inspection of the work completed.
- Contractors or builders that require cash payments or cash down payments on work that has not been started or contracted.



LOCATING A CONTRACTOR OR BUILDER

- Ask neighbors, friends or family.
- Check NAHB.org consumer links.
- Contact NDAB at (701) 222-2401 or www.ndbuild.com for more information on local homebuilder associations in your area.



Got questions?

Phone: (701) 222-2401

Email: info@ndbuild.com

Website: www.ndbuild.com