

Suggested steps to take before you make a decision to hire or obtain an estimate from a contractor.

Name of Contractor: _____

Address of Contractor: _____

Phone number: _____

1. Is the contractor registered with the State of Iowa through Iowa Workforce Development?

Who must be registered? The law requires that all individual contractors and businesses performing "construction" work within Iowa be registered with the Division of Labor if they earn at least \$2,000 a year from that work. Individuals or businesses making less than \$2,000 a year on "construction" work, or who work only on their own real estate or property, are not required to register.

2. Is the contractor Lead Safe Renovator certified (LSR) through Iowa Department of Public Health? Any contractor working on a pre-1978 must be LSR certified through IDPH.

3. How long has the contractor been in business?

4. Does the contractor do his own work or will he subcontract out?

5. Can the contractor provide you a referral list?

6. What guarantees or warranties are provided on materials and labor? Will the contractor put this in writing?

7. What is the time frame on the project? Anticipated start date and end date.

8. The contractor will need to provide proof of insurance, can they do this?

9. What is the contact information for this contractor?

10. Make sure the contractor is aware of the requirements for the project and make sure each contractor gives you an itemized estimate for the renovation or repairs. If you do not understand the estimate, make sure you inquire further.

11. How does your contractor move forth in the event that unforeseen repairs are needed?