



Checklist for Homeowners

Additions, Renovations, Kitchen/Bath Remodels

The following has been put together to help you make an educated and informed decision regarding your project. We have found that when our clients follow through on the following items the relationship between the client and contractor is greatly benefited by a higher level of trust and a much greater level of comfort.

Please take a few minutes to read, understand and follow through on the questions and/or suggestions.

√ **Check Us Out – WINGARD Construction, Inc. Ca Lic. #717349**

- Have you contacted the Contractors State License Board (CSLB) to check the status of our license? License # 717349
 - Contact the **CSLB at 1-800-321-CSLB (2752)** or visit their website: www.cslb.ca.gov.
- Have you contacted the Better Business Bureau (BBB)?
 - Contact the **BBB at 415-243-9999 or 510-238-1000** or visit their website: <http://www.goldengatebbb.org/>
- Did we give you at least three references?
 - Did you call them?
- Building Permits – have they been discussed and has a decision been made regarding them?

√ **Check Out our Contract**

- Have you read and do you understand our contract?
- Have we included the notice for the 3-day right to cancel?
 - Does it apply to you? *Contact the CSLB if you don't know.*
- Have we included in the contract when the work will start and end?
- Have we included in the contract a detailed description of the work to be done, the material to be used, and the equipment to be installed?
 - This description should include brand names, model numbers, quantities and colors if these selections have been made.
Specific descriptions now will prevent disputes later.
- Have we requested a down payment?
 - If we have, it should be for no more than 10% of the contract price or \$1,000, whichever is less.
- Have we included a schedule of payments?

- If we have it should reflect payments for work as it is completed and not before. There are some exceptions – contact the CSLB to find out what they are.
- Did we give you a “Notice to Owner,” a notice describing liens and ways to prevent them? *Check the “Notice to Owner” for ways to protect yourself.*
- Do you understand that changes or additions to your contract must all be in writing? *Putting changes in writing reduces the possibility of a later dispute.*

√ **Commercial General Liability Insurance**

- Did we inform you that we carry a two million dollar (aggregate) Commercial General Liability Insurance policy? *Home improvement contractors are required by law to tell you whether or not they carry Commercial General Liability Insurance – we should have included a statement pertaining to this in the contract documents.*
- What does this Insurance cover? *This Insurance can protect against third-party bodily injury and accidental property damage. It is not intended to cover the work the contractor performs.*
- Is this insurance required? *No. But the CSLB strongly recommends that all contractors carry it. The Board cautions you to evaluate the risk to your family and property when you hire a contractor who is not insured. Ask yourself, if something went wrong, would this contractor be able to cover losses ordinarily covered by insurance?*

√ **Other Questions or Concerns?**

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Again, spend some time to check off the items above and get any other questions that you may have, answered prior to moving forward. The brief time you spend now will free your time and free your mind.

We look forward to being of service to you,

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