

CONTRACTOR CHECKLIST

With a reputable and experienced contractor or tradesperson you should be reasonably certain to have contracted work done properly and within the agreed upon time frame. Use this Contractor Checklist to keep track of the information you collect about potential contractors/ trades people.

Name of contractor: _____

Address: _____

Telephone number: _____

Name of representative: _____

Number of years in business: _____

INSURANCE AND LICENSES

Name of insurance company: _____

Name of agent: _____

Telephone number: _____

Policy number: _____

Liability insurance: YES NO

Amount of coverage: _____

Workers' compensation insurance: YES NO

Agency: _____

Company account number: _____

Type of work Company licensed to perform: _____

List all business or other license numbers: _____

If applicable, are all workmen licensed? YES NO

REFERENCES

List five references (including telephone numbers) where similar work has been completed:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

List three credit references (including telephone numbers):

- 1. _____
- 2. _____
- 3. _____

List three trade (supplier) references (including telephone numbers):

- 1. _____
- 2. _____
- 3. _____

Note any other relevant information:
