



ARIZONA REGISTRAR OF CONTRACTORS



Douglas A. Ducey, Governor

Jeff Fleetham, Director

SOME STEPS TO HELP ENSURE THE WORK YOU CONTRACT FOR IS THE WORK YOU GET

- Review the contractor's license record at: www.azroc.gov/forms/contractorsearch.html
- Make certain the contractor's license class allows for the work listed in the contract.
 - Please contact the ROC License Department with questions.
- Request a list of references and check them.
- Verify the person you are negotiating your project with is an authorized representative of the licensed contractor by calling the contractor's number listed on the ROC license record.
- Ask for written estimates from at least three (3) contractors.
- Make sure a detailed list/description of the project, including the price, the responsibility to obtain building permits, and any other relevant terms, are spelled out in the estimate.
- **DETAILS, DETAILS, DETAILS: Only sign a contract agreement WITH A PROPERLY LICENSED CONTRACTING PROFESSIONAL.**
 - Review the written estimate and reconcile it with your written contract prior to signing – make sure the costs match.
 - Make sure a detailed list/description of every aspect of the project is included in the contract.
 - Ensure the price, the responsibility of obtaining building permits, and any other relevant terms are spelled out in a written contract.
 - Be specific about the responsibilities of all parties involved and spell these responsibilities out in the contract document:
 - Some Examples:
 - Permits – Permits are the responsibility of the property owner. However, many contractors include the cost of obtaining and fees in the contract.
 - HOA notification and approvals – A property owner is responsible for notifying the contractor of CCR restrictions, requirements, and construction policies before the signing of a contract.
 - Temporary power and water.
 - Trash and debris removal.
 - Sanitary facility details.
 - Determine a payment/draw schedule.
 - Make sure you understand the process for ensuring a properly executed change order:
 - How does it increase/decrease your total project cost?
 - How does it affect your project completion timeline?
 - It **MUST BE SIGNED** by both parties.
 - Make clear, in writing, any other relevant terms or considerations you wish to include in your agreement with the properly licensed contracting professional.
- **Never make a hurried decision. – REMEMBER – IF YOU AND THE CONTRACTOR DO NOT INTERPRET THE WRITTEN DOCUMENTS THE SAME WAY.....DISPUTES ARE TO BE EXPECTED.**
- Some payment guidelines to consider:
 - Never pay in cash.
 - Make checks payable to the name of the company/contractor listed in your signed contract.
 - Never make a check payable to individuals or companies not listed in your contract.
 - Do not allow payments to get ahead of the work.
 - NOTE: Special order materials, permits, and fees may need to be paid-for in advance.