



HOMEOWNER TOOLS / CONTRACTOR CONVERSATIONS

# Questions Before Hiring a Contractor

Bring this to each conversation. Check a box when you have a clear answer, and use the lines to note what needs follow up

Contractor / company \_\_\_\_\_

Contact \_\_\_\_\_ Date \_\_\_\_\_

☐ **1. Relevant Experience**

Which recent projects are similar to mine? May I see completed work and speak with past clients about the process and follow through?

☐ **2. License and Insurance**

What licenses apply, and who holds them? Can you provide current liability insurance and workers' compensation information, as applicable?

☐ **3. Scope and Exclusions**

What work and materials are included in the written scope? What is excluded, supplied by me or likely to need a separate estimate?

☐ **4. Permits and Approvals**

What permits, inspections or association approvals may be needed? Who will obtain them, pay the fees and coordinate inspections?

☐ **5. People and Communication**

Who manages the job and works on site, including subcontractors? Who is my main contact, and how will we record decisions and updates?

☐ **6. Schedule and Access**

What are the expected start and finish dates, material lead times and work hours? What delays, access needs or service interruptions should I plan for?

## Notes to Revisit



## Review the Plan

Compare written proposals on the same scope, not only the total price. Resolve open questions before making a commitment

### ☐ 7. Price and Allowances

Is this a fixed price or an estimate? Which amounts are allowances or provisional, what do they cover, and how will final costs be reconciled?

### ☐ 8. Payment Milestones

What deposit, progress payments and final payment are proposed? What completed work supports each payment, and how will receipts be provided?

### ☐ 9. Changes and Surprises

How will changes or hidden conditions be documented and priced? How will we approve cost and schedule changes in writing before work proceeds?

### ☐ 10. Protection and Cleanup

How will you protect occupied rooms, belongings and landscaping, and manage dust, debris and access? What daily cleanup and final haul away are included?

### ☐ 11. Warranty and Service

What workmanship and manufacturer warranties will I receive in writing? What are their terms and exclusions, and whom do I contact for service?

### ☐ 12. Completion and Records

How will we handle the final walkthrough and unfinished items? When will I receive applicable inspection approvals, manuals, warranties and final receipts?

## Before You Decide

Independently verify license status and scope with the licensing authority. Check references and insurance, and keep a signed written contract. A license does not guarantee workmanship.

**Maryland MHIC consumer advice**

[labor.maryland.gov/license/mhic/mhicconadvice.shtml](https://labor.maryland.gov/license/mhic/mhicconadvice.shtml)

**Virginia DPOR hiring guide**

[www.dpor.virginia.gov/Consumers/Guide\\_Contractor](https://www.dpor.virginia.gov/Consumers/Guide_Contractor)

**DC DLCP consumer and license resources**

[dlcp.dc.gov/consumerprotection](https://dlcp.dc.gov/consumerprotection)

General planning information, not legal advice. Requirements vary by location and project. Confirm current details with the appropriate authority. Resources checked October 16, 2026.