Top 10 Tips

Make sure your contractor measures up

1. Hire **only** licensed contractors.

2. Verify license status online at [www.dpor.virginia.gov/LicenseLookup](http://www.dpor.virginia.gov/LicenseLookup) or call (804) 367-8511.

3. Check references + past work.

4. Get at least three estimates.

5. Insist on a written contract and don’t sign anything until you completely understand the terms.

6. **Limit your deposit** to 10% down or $1,000, whichever is less. *(Up to 30% of total contract value in case of custom-made items.)*

7. Don’t let your payments get ahead of the work.

8. Don’t pay 100% of the bill until the work is 100% complete.


10. Keep a file of all payments and papers relating to your project(change orders, warranties, etc.).