

# Five (5) Things Every Homeowner Should Know When Hiring A Contractor:

## 1. Obtain three written estimates

- Check references by contacting the Better Business Bureau at (248) 644-9100, or for complaints about your contractor at the Genesee county Sheriff Department, Consumer Protection Fraud Division at 341-5923.
- Ask for names, addresses and phone numbers of past customers, then contact them to determine their level of satisfaction.

## 2. Obtain and review written contract

- Include a three-day cancellation clause
- Be sure to precisely identify the scope of work to be done to your home
- Ask Contractor to separate materials from labor

## 3. Verify contractor background information

- Make sure contractor is licensed, insured and bonded  
Call the City of Flint at (810) 766-7165 to verify that the contractor is licensed with the City of Flint.
- When engaged in the business of repairing, altering or improving a residential structure a license required with the Department of Labor and Economic Growth (517) 241-9254. A license is not required for work on a single project where the total amount for materials and labor is less than \$600.00. Click on link for more information, [MEDC - Required State Licenses](#)

## 4. Contractor is responsible to obtain all permits

- Contractor must furnish copies of all required permits to the homeowner and post when required.
- Contractor arranges for all inspections

## 5. Avoid advance payments

- Only pay for work that has been completed
- Keep the down payment amount at a minimum (generally only pay for the cost of materials cost).
- Ask the contractor if he/she would agree to hold 5%-10% for 5-10 days after work has been completed
- Ask for "in writing" any change orders to the contract requesting additional money.
- Keep a file containing all records and receipts

For additional information, please call the City of Flint Transportation at (810) 766-7165 between 8:00 a.m. and 4:30 p.m.