



## **10 Tips for making sure your contractor measures up.**

1. Hire only licensed contractors.
2. Check contractor's license at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) or (804) 367-8511.
3. Get three references, review past work.
4. Get at least three bids.
5. Get a written contract and don't sign anything until you completely understand the terms.
6. Pay 10% down or \$1,000, whichever is less.
7. Don't let payments get ahead of work. Keep record of payments.
8. Don't make final payment until you're satisfied with the job.
9. Don't pay cash.
10. Keep a job file of all papers relating to your project.

[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

(804) 367-8511

Virginia Board for Contractors  
Department of Professional and Occupational Regulation