

CONTRACT CONTENT CHECKLIST

Before signing the agreement for your home renovation project, make sure you read the contract thoroughly. Use this handy checklist to make sure pertinent information is clearly detailed.

Details to Include	In Contract	Missing	Notes
Contractor's name, address, telephone number			
Homeowners name, address, telephone number			
Address of construction site			
Contractor's license number			
Contractor's insurance and bond			
Information on sub-contractual labor, if any			
Detailed description of work			
Who will be responsible for obtaining all necessary building permits			
Itemized materials			
Material specifics – including manufacturer, model, grade or quality			
Substitute materials if necessary; manufacturer, model, grade, etc.			
Costs for materials			
Costs for labor			
Total cost			
Starting and finishing dates			
Agreed upon delays (i.e. adverse weather conditions, delayed material arrival, etc.)			

Notes: you may have the right to cancel the contract within 3 business days if the contract was signed in your home. Check with a local building inspector or an attorney to find whether this is true in your area.