



SELECTING A CONTRACTOR Important Information You Should Know

Every year numerous families in the Greater Wichita Area are taken advantage of by disreputable individuals or companies who represent themselves to be reliable, reputable contractors. If you are planning to hire someone to rebuild, repair or make improvements to your property, there are safeguards you can take to assure the best selection of a contractor for you.

CONSIDER THE FOLLOWING

- 1) **Hire only licensed contractors.** Contractors are required to be licensed to do certain types of work. When selecting a contractor you should make sure the contractor holds a current, valid license either issued by the City of Wichita/Metropolitan Area Building and Construction Department, 660-1840 or Sedgwick County. Some of the smaller cities in the county also issue licenses. If you live in the jurisdiction of one of these cities and are planning to hire a contractor check with your local officials to determine if they require contractors to be licensed and whether or not the contractor you are considering hiring is either licensed by your local city, or has been licensed by Wichita, or Sedgwick County.
- 2) **All contractors do not possess the same expertise.** Ask for references and check those references to assure yourself that the contractor is qualified to do the type of work you are wanting done.
- 3) **Check business references.** Ask the contractor for a list of business references that you can call and verify that the relationships with suppliers and sub-contractors are good ones and that the contractor pays his bills.
- 4) **Call the Better Business Bureau, 316-719-4208,** to find out if there are any complaints or charges pending against the contractor.
- 5) **Call local trade associations such as the Wichita Area Builders Association, 265-4226,** or visit our website at www.wabahome.com for more information about selecting a contractor.
- 6) **Ask for proof from the contractor that he has general liability insurance** and workers compensation insurance in order to protect you, as the property owner, against any claim in the event the contractor, his employees, or someone else is injured as a result of work being done on your property.
- 7) **Make sure the contractor you are contracting with** will be personally involved in coordinating the work to be done on your property.

- 8) **Make sure all required permits are secured and inspections are made.** The contractor should be expected to secure all necessary permits. Beware of contractors who want you to secure the permit as the property owner. It is permissible to do so, but it is very unusual that a reputable contractor will ask you to do this.
- 9) **Make sure you have a written contract with the contractor that details:**
 - A full description of all work to be done.
 - A firm date of completion
 - Total cost of the job.
 - Contractors license number.
 - All warranty information.
 - Quality of materials to be used.
 - How and on what basis payments are to be made.
 - How changes and payment for changes will be handled.
- 10) **Make sure complete architectural drawings are done and agreed upon if you are having a home rebuilt, room addition added, or extensive remodeling done.** Be certain that detailed material specifications are also provided and made a part of the contract you sign.
- 11) **Monitor the work being done in accordance with the contractual agreement with the contractor.** If you have questions about what is being done or problems with the contractor, either ask questions or confront the problem head on when it occurs in order to minimize any conflict and reach a satisfactory resolve as quickly as possible.
- 12) **Final payment should not be made until you are satisfied that the job has been completed** in accordance with the terms of the contractual agreement between you and the contractor.

