ORANGE HOMES

TINY HOMES. BIG IMPACT.

Build an Orange Home. Stop Homelessness.

CONTRACTOR CHECKLIST

✓ Check contractor's license on cslb.ca.gov under License Check

- Their license should show up
  - *If it doesn't, they may not be licensed by CSLB and they may have just given you a business license number. Do not hire.*
- License status should be ACTIVE
- Classifications should include General Building
- Bond should be in place
- Workers' compensation policy should be active
- Miscellaneous information should not have any violations or complaints

✓ Check contractor's general liability policy

- They need to provide you with a certificate of insurance for this.

✓ Have the contractor add you as additionally insured on both their general liability and worker's compensation insurance policies

- This helps protect you with the same coverage for the project that the contractor has, and also means if they cancel their policy (this is a common occurrence), you will be notified.
- They need to provide you with both the certificate of insurance listing you as additionally insured, and an endorsement from the insurance company showing that you were actually added.

✓ IRS W9 form if this construction is for a rental property

- This allows you to send them a 1099 at the end of the year and use their payments as a tax deduction. If the company you are signing the contract with is a corporation, you do not need this because you don't need to send them a 1099.

✓ A written contract provided by either you or the contractor.

- Members of Orange Homes can have a copy of the written contract that I use. It greatly favors the homeowner while still including all the conditions required by law that protect the contractor.

✓ With each draw: A lien release

- After you pay the contractor for each draw, have them sign a lien release for the work done and the amount paid.
- At the end of the project, get them to sign an unconditional lien release.
- Members of Orange Homes can have a copy of the lien release I use.