

# 1 Only Hire Licensed Contractors

Interview and hire only State licensed contractors. Check a contractor's license number online at [www.azroc.gov](http://www.azroc.gov) or by calling 602-542-1525 or toll free within AZ:

1-877-MYAZROC  
(1-877-692-9762)

Remember to check the contractor's license status again on the day you are scheduled to sign the contract even if you did so earlier. License status can change overnight.

# 2 Get Bids

Get at least three bids from licensed contractors. These contractors should be licensed to perform the specific trades related to your project.

# 3 Licensed Subcontractors

Obtain a list of all sub-contractors that will be used on your project. Make sure these contractors are properly licensed.

# 4 Everything in Writing

Make sure all agreements are in writing including changes made to the original agreement.

# 5 Get & Verify References

Obtain three references of recent jobs from each bidder. Review their past work in person.

# 6 Detailed Records

Keep a file of all papers relating to the project including a payment receipt file.

# 7 Workers' Compensation

Confirm that all contractors used on your project has workers' compensation insurance for employees.

# 8 Payments Schedule

Add a payment schedule based on work completed to your agreement. Don't make payments ahead of schedule or before work is completed according to your agreement.

# 9 Never Pay in Cash

Be cautious if asked to make a large down payment or to pay in full prior to the commencement of the project. Do not pay the contractor in cash.

# 10 Final Inspection

Don't make the final payment (exception - pool contracts) until you're satisfied with the work performed.

*\* If you believe the contractor you hired is not performing up to the Workmanship Standards in Arizona you may file a formal complaint with the Registrar of Contractors. Complaints forms can be downloaded from our website at [www.azroc.gov](http://www.azroc.gov) or obtained from any ROC office.*

