

1 Only Hire Licensed Contractors

Interview and hire only State licensed contractors. Check a contractor's license number online at 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 or obtained from any ROC office.*

