



DONT BE A VICTIM

PROTECT YOURSELF

Follow these tips when hiring a contractor:

- Do Your Homework: hire a licensed professional
 - All contractors must have a Certificate of Registration from the Massachusetts Home Improvement Contractor Program
- Make sure the contract contains the following:
 - Contractor's name, address (**no p.o. box**) and license number
 - Dates (when the work will begin and when it will end)
- Make sure all proposed work, material and costs are documented
- **Never** agree to a verbal contract
- Make sure any additional work or costs are added to the original contract.
- **Do Not** sign contracts with blank spaces
- Make payments in intervals, according to the progress of the work. Final payments should not be made until the job is completed to the property owners satisfaction. You are not required to pay more than 1/3 of the contract price or the cost of materials needed to begin the work