



COUNTY OF ROCKLAND
DEPARTMENT OF WEIGHTS AND MEASURES
OFFICE OF CONSUMER PROTECTION

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County Executive

TERRY D. GROSSELFINGER
Director

HOW TO GET THE MOST FROM YOUR HOME IMPROVEMENT DOLLARS

CHECKLIST

- 1. Make a thorough list or plan of the work you want done.
- 2. Get at least three (3) written estimates...each based on the same building specifications and materials.
- 3. Get references from contractors and inspect jobs they have previously completed.
- 4. Check with the Office of Consumer Protection at (845) 708-7600 to see if the contractors are licensed and/or have any complaints before you start.
- 5. Get a written, detailed contract. Any changes to the contract should be in writing and signed.
- 6. Limit your deposit (other than payment for materials to 15% of total or \$1,000. whichever is less.
- 7. Contract should include specific start and completion dates. At no time should payments exceed the cost of time and materials on work completed. Make sure contracts contain at least a one-year warranty on workmanship.
- 8. Make sure your contractor gets all necessary building permits – unless otherwise stated in the contract.
- 9. Protect yourself from all liens, in the event your contractor fails to pay the subcontractors or materials' suppliers by adding a release of lien clause to the contract or by paying subcontractors and suppliers directly.
- 10. Thoroughly inspect work before making final payment or signing completion certificate.