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| **CREATE CONTRACTOR CREDIBILITY PACKET** |

* Contractor Application
* Company Background
* Short and Long Term Goals
* Why You Are Good to Work With
* Describe Your “Ideal” Contractor
* Contractor Requirements
* Examples of How You Administer a Project

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| **PRESCREEN CONTRACTOR** |

* Contractor Application
* Contractors License
* Workers Compensation
* Liability Insurance
* EPA Certification
* Interview Contractor
* Contractor Reference Follow Up
* Create Dropbox File

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| **HIRING CONTRACTOR** |

* Hire Contractor
* Discuss Payment Schedule
* Six Critical Documents
* Rehab Project

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| **CONTRACT CLOSEOUT & FINAL PAYMENT** |

* Final Certificate of Occupancy
* Final Walkthrough & Punch List
* Confirm Final Checklist Completion
* Schedule Final Inspections
* Final & Unconditional Waiver of Lien
* Final Payment

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| **POST PROJECT/CONTRACTOR PAPERWORK** |

* 6 Critical Documents
* SOW for Project
* All Estimates for SOW
* Architectural Drawings
* Copies of All the Contracts
* Change Order Information
* Correspondence with the Home Improvement Professional
* Record of All Payments (receipts for tax purposes)
* Record of All Invoices
* Before and After Photographs
* Before and After Floor Plans
* All Project Proposals
* Warrantee Information
* Engineering Inspections/Reports