

PROPERTY RENOVATION CHECKLIST

Pro tips to help you manage your risks and ensure your project turns out the way you planned!

GET RECOMMENDATIONS

- Colleagues
- Local agents
- Friends/Family

KNOW THE TERMS/PROCESS

- Bid Process
- Contract terms
- Construction terms
- Inspection terms
- Inspection Process

INTERVIEW ALL POTENTIAL CONTRACTORS

- Do they understand the unique aspects of your project?
- Are they comfortable with your expectations?
- Do they have a valid, local contractor's license?
- Do they have full insurance coverage?
- Are you comfortable with this person working on, and in, your property?

GET DOCUMENTATION

- Copy of current license
- Proof of full insurance coverage

REVIEW BIDS CAREFULLY

- Only necessary/requested work
- Specific listing of what is/is not included
- Costs, including material costs, in line with rates in *the property's* local area
- Specific listing of what is/is not included

GET A REAL CONTRACT

- Check with local/state requirements for contract verbiage requirements.

Minimum elements usually include:

- Start date
- Estimated completion date
- Detailed pricing
- Payment schedule (if applicable)
- Exclusions
- Documentation that all applicable building codes will be followed
- Contractor license numbers with expiration dates

STAY IN TOUCH

- Require regular progress updates
- Obtain on-going photo documentation
- Address problems/concerns immediately

GET PROOF

- Obtain an independent, third-party inspection
- Require any problems to be corrected before submitting payment
- Have problem areas *re-inspected* to confirm they are corrected



RENOVATION MANAGEMENT
SIMPLIFIED

Learn how we can make your next property renovation easier:

www.level1propertysolutions.com