TEMPLATE M

Contractor Interview and Job Sheet

Item	Company 1	Company 2	Company 3
Name, phone			
License # (if required), looked up yourself, date checked, name matches			
Certificate of insurance received			
Complaints check (date, source)			
Has done this job for older adults			
Will follow the manufacturer's instructions and local code?			
Permit needed? Who gets it?			
Price per item / total			
Start and finish dates			
Down payment and payment schedule			
Warranty			
Subcontractors or suppliers? Who?			
Any red flags from Section 19.2?			
Written contract, no blanks (Section 19.5); legal questions taken to an attorney			

Final sign-off: work matches contract □ installer showed the work is secure □ warranties in hand □ site clean □ permit closed □