



The Southborough Police Department

19 Main Street,
Southborough, MA. 01772

Chief Kenneth Paulhus

HIRING CHECKLIST

Are you looking to hire someone to do work at your home or business? Follow these basic guidelines to help avoid being scammed

- Get references from friends, family and co-workers

MAKE SURE OF THE FOLLOWING:

- The contractor is licensed and has provided a copy of the current license – a legitimate contractor will have no hesitation in providing this
- The valid license status of the contractor has been verified through the state
- The valid license status of the contractor has been verified through the town licensing agency
- The contractor has the appropriate insurance to protect my interests: workers compensation, general liability, builder's risk, etc.
- The contractor has provided me with a detailed written estimate of all the work to be performed
- The contractor carefully listened to me and explained every question I had concerning the plans, specifications, contracts, or estimate
- The contractor will obtain all necessary building permits and comply with all building & zoning laws and provide me with copies of said permits
- The contractor has agreed to provide me with the names and addresses of all subcontractors to be used on the job
- The contractor has provided detailed references of other work the contractor has performed
- The references provided by the contractor have been verified

- Initial lines of communication with the contractor are good
- The contractor agrees that if the work to be done changes from the original contract, either due to me or the contractor, a new written addendum will be signed by us both
- The contractor agrees to an inspection of each stage of the work and my approval of the work done to that point before any draws are paid
- The contractor has agreed to a punch list procedure and correction of reasonable punch list items before final payment

PREVENTATIVE MEASURES:

- Make a copy of the contractor's driver's license
- Make notes on such things as dates and times of when workers are on-site
- Write down the license plates of workers, subcontractors, or anyone unknown to you

RED FLAGS:

- Asking you to pay the entire balance in advance
- Only accepts cash
- Avoids/makes excuses about providing a written contract
- Goes door to door to get business
- Lists a PO box instead of a real street address
- Drives a vehicle that doesn't show business name/doesn't fit the type of work being done

WHEN IN DOUBT, OR IF YOU JUST GET A BAD VIBE DURING THE INITIAL MEETING TO DISCUSS THE WORK BEING PERFORMED – WAIT IT OUT. DON'T SUBMIT TO SALES PRESSURE OR SCARE TACTICS. AVOID PAYING IN CASH.

NEVER PAY THE ENTIRE AMOUNT UP-FRONT