

Contractor selection checklist

Use before selecting a contractor. Record evidence and questions; a checked box is not a guarantee of performance.

Property / project:

Contractor / reviewer / date:

☐ **Define the work**

Write the scope, quantities, materials, access requirements and desired schedule.

☐ **Confirm business identity**

Match the proposal and contract to the legal business you intend to hire.

☐ **Check applicable licensing**

Use the official issuing agency; record license type, status and date checked.

☐ **Review insurance**

Request appropriate evidence of coverage; confirm relevant details with the insurer or agent.

☐ **Confirm people and experience**

Ask who will be on site, how subcontractors are managed and for comparable references.

☐ **Compare written proposals**

Compare inclusions, exclusions, permits, payment milestones and change-order terms.

☐ **Document the decision**

Record the approval, contract, open questions and responsible project contact.

Outstanding questions / next action:
