

Before You Start

- Write a detailed plan for your project.
- Use yellow pages, the Internet, friend recommendations, local publications, newspapers or trade magazines to find your bidders.
- Keep a detailed list of all contractors you have contacted while trying to obtain a bid.
- Get 2-3 detailed estimates with a description of the exact work to be performed, material and equipment to be provided. Make sure bids are dated and the correct contractor's company name and license number are listed.
- Verify the contractor's license status with the ROC or visit the ROC website at www.azroc.gov.
- While not required by statute, it is a good idea to make sure the contractor is insured and can provide proof of insurance.
- Check at least 3 references of recently completed projects.
- Require a written contract. Make sure you read and understand the contract before you sign. [See ARS 32-1158B](#).
- Check the contractor's license status on the day you sign the contract, even if you did so earlier. License status can change overnight.

ROC Offices

PHOENIX MAIN OFFICE

3838 North Central Ave., Ste. 400
Phoenix, AZ 85012-1946
(602) 542-1525

FLAGSTAFF OFFICE

2901 Shamrell Blvd., Ste. 100
Flagstaff, AZ 86001-1829
(928) 637-0480

KINGMAN OFFICE

715 Main St., Suite C
Kingman, AZ 86401-6220
(928) 753-4220

LAKE HAVASU CITY OFFICE

231 Swanson Ave., Ste. 100
Lake Havasu City, AZ 86403-0966
(928) 855-2144

PRESCOTT OFFICE

240 S. Montezuma St., Ste. 202B
Prescott, AZ 86303-3028
(928) 445-5710

SHOW LOW OFFICE

581 E. Old Linden Rd., Ste. C
Show Low, AZ 85901-4819
(928) 537-8842

TUCSON OFFICE

400 W. Congress, Ste. 212
Tucson, AZ 85701-1311
(520) 628-6345

YUMA OFFICE

Crescent Center
2450 S. 4th Ave., Ste. 117
Yuma, AZ 85364-8557
(928) 344-6990

TDD (602) 542-1588

Or Toll Free outside Maricopa County
1-877-MY AZROC (1-877-692-9762)
Visit our Website at
www.azroc.gov

The Registrar of Contractors is an Equal
Employment Opportunity Reasonable
Accommodation Agency



Contracting for
Residential
Construction



Minimum Elements of a Contract

The following items, while not all inclusive are very common requirements in the construction industry and should be used as a guide when planning a construction project.

- Contractor information: Company name, address, telephone number and license number.
- Homeowner information: Name(s), address and the job site address.
- Date the parties entered into the contract and estimated date of completion.
- The agreed upon payment schedule.
- The cost of the project: The subtotal amounts for each trade and a grand total of the contract price listed.
- Drawings and plans (if any) approved and signed by all parties.
- Make sure you read and understand the contract before you sign.
- Check the contractor's license status on the day you sign the contract, even if you did so earlier. License status can change overnight.



Payments

- Don't make a large down payment and never pay with cash.
- Never pay a contractor's employees directly with the employee's name on the check.
- Make checks payable to the licensed contractor's company name only.
- Make payments based on the pre-negotiated schedule.
- Request the appropriate lien waiver/ release in exchange for each payment made.
- Don't make the final payment until the job is complete (exception – pool contracts).
- Keep detailed records of all payments made throughout the project.

During Your Project

- Monitor the job in progress.
- Keep all paperwork related to your job.
- All addendums, change orders and credits should be in writing with a date and signature of both parties. (Think of these as mini contracts).
- Keep a copy of the front side of personal or cashier's checks issued as payment.
- Have the bank return a front and back copy of each cancelled check issued as payment.
- Keep copies of bank statements that reflect when checks issued as payments clear your account.
- Keep copies of all credit card statements that reflect purchases for the project or payments made to a contractor.
- Obtain properly executed and authorized bank records (outgoing electronic wire transfer document) to document draws made to a contractor by your bank on a construction loan.

Completion of Your Project

- Inspect the completed project. Make sure that you are satisfied and that the terms negotiated in the contract have been met.
- Verify that any and all liens have been released
- Request a formal account statement from the contractor that reflects services rendered, invoice numbers and payments made. Ensure that the account statement reflects the balance of the account as "paid in full."