

PLEASE ADHERE TO THE FOLLOWING ADDITIONAL RECOMMENDATIONS WHEN HIRING FOR YOUR PROJECT

- ✓ Hire only state-licensed contractors. Ask to see the contractor's plastic pocket license and a photo identification. Verify the license and its status on the Contractors State License Board ("CSLB") website: www.cslb.ca.gov or toll free automated line: 800.321.CSLB (2752). You can also verify the contractor's bond information, worker's compensation insurance policy information, and if there have been any legal actions filed against the license by CSLB. The Web site also has links to professional associations and to other related state agency Web sites. For more specific information on contracts, order or download CSLB's free booklet *Terms of Agreement, A Consumer Guide to Home Improvement Contracts*.
- ✓ Get a written contract with the Contractor and don't sign anything until you completely understand the terms. Make sure the contract includes everything you have both agreed upon. Get all promises in writing and spell out exactly what the contractor will and will not do. Your contract should call for all work to be performed in accordance with all applicable building codes. The building codes set minimum safety standards for construction. Generally, a building permit is required whenever structural work is involved. The contractor should obtain all necessary building permits. If this is not specified in the contract, you may be held legally responsible for failure to obtain the required permit. The building department will inspect the work when the project has reached a certain stage and again when the work is completed. Note: The City of Malibu does not have jurisdiction over the Pepperdine Campus. Los Angeles County Building Department should be the contacted regarding any Pepperdine Campus Permit issues. Please also contact Real Estate Operations if your job requires a permit.
- ✓ Make sure the contractor carries worker's compensation insurance and general liability insurance in case of accidents on the job. Ask to have copies of these policies for your job file. The vendor should list you (as homeowner) as well as Pepperdine University and the HOA (when applicable) as additionally insured.
- ✓ Protect yourself from mechanic's liens against your home in the event the contractor does not pay subcontractors or material suppliers. You may be able to protect yourself by have a "release of lien" clause in your contract. A release of lien clause requires the contractor, subcontractors and suppliers to furnish a Certificate of Waiver of Lien.
- ✓ Get three references and review past work.
- ✓ Compare at least three bids.
- ✓ Don't let payments get ahead of the work.
- ✓ Don't pay in cash.
- ✓ Contractors cannot ask for a deposit of more than 10% of the total cost of the job or \$1,000, whichever is less ~ unless the contractor provides a bond, approved bond equivalent, or approved joint control ensuring completion of your contract. Any such bond is in addition to the bond required for all contractors for licensure. (This goes for any home improvement project including swimming pools.)
- ✓ Only make the final payment when you're satisfied with the job.
- ✓ Don't rush into repairs or be pressured into making an immediate decision.
- ✓ Keep a job file of all papers relating to your project, including all payments.