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STEPS TO TAKE BEFORE HIRING A CONTRACTOR

- 1) Get the name of the individual owner of the business or full name of the corporation. Also obtain the name of the license number of the contractor.
- 2) Get more than one estimate and ask contractors for references and call past clients. Check online databases for other customers' reviews.
- 3) Do not feel pressured to make an immediate decision.
- 4) Contact the Office of Consumer Affairs to get information on the contractor, including if their license is valid and if any complaints have been filed against them. You can reach them at: **(516-571-2600)**.
- 5) Always obtain a written estimate and sign a written contract that includes a description of the work to be performed, what materials are included, when the work will be finished, the price, payment schedule. Make sure all blanks in the bid or contract are filled in.
- 6) Whenever possible, pay as the work is satisfactorily performed, including making the final payment after the work has been satisfactorily completed. If an initial deposit is required, the amount of the deposit should be commensurate with the initial work and the materials that are needed to start the job.
- 7) Pay with a credit card or check. Be *wary* of contractors who ask for a cash down payment or other cash payments. If materials are not included in the contract, offer to pay the supplier yourself or ask for an itemized bill for materials before making final payment.
- 8) If municipal permits are needed, make sure the costs of such permits are included in the estimate. Make sure that all government approvals of the work are obtained before making final payment.

9) **USE YOUR COMMON SENSE!** If you have any doubts about hiring someone, research more and trust your judgement.

10) **Vendor Lookup www.nassaucountyny.gov**

Then go to departments → Consumer affairs → Vendor Lookup → Search by: Name, Address, Phone Number or License Number