



# Common Red Flags

## Reasons Not to Hire

1. You can't verify the contractor's name, address, telephone number or credentials.
2. You can't verify that the contractor is licensed with the Contractor's Board.
3. The contractor demands cash payments or large payments up front.
4. The contractor asks you to obtain building permits.
5. The contractor will not provide you a detailed written contract/estimate.

## Where to Report Suspicious Activity

If you are concerned about the business activity of a contractor, or the lack of information available on a contractor you are researching, contact NSCB's Investigative Department:

### **Las Vegas**

Phone: 702-486-1160  
Fax: 702-486-1166

### **Reno**

Phone: 775-850-7838  
Fax: 775-850-7854



## About the Board

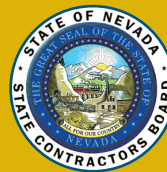
The Nevada State Contractors Board (NSCB) governs contractor licensing for the State's construction industry. Contact us for information you need about a contractor's license and bond.

The Board also has important consumer information and complaint forms that can be downloaded or sent to you by calling one of the Board's offices.

Get information from NSCB before you:

- Hire a contractor.
- Sign a contract.
- Pay for work and repairs.

**Visit our website to learn more about the Residential Recovery Fund**



**[www.nscb.nv.gov](http://www.nscb.nv.gov)**

### **Southern Nevada Office**

2310 Corporate Circle, Ste. 200  
Henderson, NV 89074  
Phone: 702-486-1100  
Fax: 702-486-1190

### **Northern Nevada Office**

9670 Gateway Drive, Ste. 100  
Reno, NV 89521  
Phone: 775-688-1141  
Fax: 775-688-1271

If you believe the contractor you hired has performed substandard work, you may file a complaint with NSCB. Complaint forms can be downloaded from our website at: [www.nscb.nv.gov](http://www.nscb.nv.gov) or obtained at one of our offices.



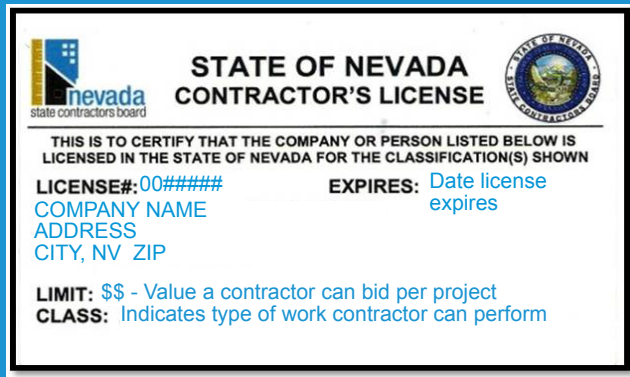
# Ready, Set, Hire!

## What You Should Know Before Hiring a Contractor



**Measure up...use licensed contractors.**

# Licensed Contractor Pocket ID Card



## 1. Ready...

### When researching contractors for a project:

- Interview contractors and get at least three bids for your project.
- Ask to see their contractor pocket ID card (shown above) and verify their contractor's license number on NSCB's website.
- **While on the website:**
  1. Verify the license number and company name match the information received.
  2. Verify the license is in an "Active" status. Suspended, Inactive, or Revoked means the contractor shouldn't be bidding work.
  3. Verify the monetary limit is larger than the cost of your project; this is the maximum amount a contractor may bid for any single project (including change orders).
  4. Review any disciplinary history & contact the Board with any questions.

## 2. Set...

### Before hiring the contractor you've selected to work with:

- Ask for three references and review the contractor's past work.
- Get a written contract. Make sure all details of work to be performed are noted, down to the type and color of paint you want. Do not sign anything until you completely understand the terms.
- You have the right to obtain a list of all subcontractors and material suppliers who will be used on your project. Verify the subcontractors have active contractor's licenses. This protects you in case you need to contact them directly.

## 3. Hire!

### Now that your project is underway, stay vigilant of the work being performed in your home.

- Don't hover over your contractor(s), but do perform random walk-thrus to ensure work is being done according to schedule and the contract terms.
- Request any changes to the contract in writing through change orders.
- Don't let payments get ahead of the work schedule and never pay in cash.
- Request lien releases after payments are made to the contractor.
- Don't make a final payment until you are satisfied with the job.
- Keep a file of all papers, documents, and receipts related to your project.

# DID YOU KNOW?

### Hiring a licensed contractor affords you added protections for your project and home that would not be available if you hired an unlicensed contractor?

- You have up to 4 years from the date work was performed to file a complaint with the Board should something go wrong.
- When you file a complaint, you will receive the full investigative services of the Board. This may result in the contractor being ordered to remedy the damages or workmanship issues.
- In circumstances where the contractor is not able to correct the issue, you may be eligible for the Board's Residential Recovery Fund, which is paid into by licensed residential contractors, and may award up to \$35,000.
- Additionally, the Board protects homeowners by performing background checks on all licensed contractors, ensuring they meet strict financial requirements, and have demonstrated the skills and knowledge necessary to perform in the trade they are working.
- All licensed contractors are required to adhere to all building, labor, and workers' compensation laws.

