

Washington State Homeowner's Fast Track to Best Contractors!



This written tutorial is sponsored in association with HGRBS as a private service contribution to the amazing efforts of Washington's private home decision makers towards locating, selecting, and hiring the best contractors for the best results in matters of home maintenance and improvement.

It all begins with making the right decisions. We are better prepared to make the right decisions when we have all the right information about the people we hope to entrust our precious home projects to. This is about doing all the right things to that effect and more!



"Better Decisions, Better Results"

[The corporation sponsoring this tutorial considers the private home setting as a *"natural social business operation"* which's focus is primarily towards continually maintaining and improving our comforts and conveniences therein].

Please, review HGRBS's irrevocable ["Free Service Policy"](#)

This tutorial is subdivided into the following 3 categories:

[* Effective Researching of Contractors \(otherwise known as "Service Validation"\)](#)

[* Effective Means for Filing Complaints with Related Government Offices](#)

[* Additional Info for Residents Making the Best Strategic Choices](#)

HGRBS is a non-profit 501(c)(3) corporation of independent volunteers. Exclusive emphasis is on supporting your rights and privileges as an American private home decision maker towards making better contract-related decisions and getting better results from the people you hire to assist with your special home maintenance and improvement projects.

Courtesy HGRBS – a 501 (c) (3) nonprofit of independent volunteers

EFFECTIVE RESEARCHING OF CONTRACTORS (SERVICE VALIDATION)

The leading reason for most successful contract-related home projects is that residents do thorough enough *research* or *service validations* on contractors; the leading reason for most unsuccessful contract-related home projects is that residents do not do thorough enough research or *service validations* on contractors.

The Line Up

Therefore, when it comes to the home project you have in mind for which you anticipate authorizing contractor assistance, one of first things it is strongly recommended for you to do, is thoroughly research "*contractors.*" That is, of course, pluralized since time and again it has been proven that your chances for getting the sort of service you need, in the reasonable price range you need, are much greater when you first interview at least five (5) contractors who are similarly skilled towards the sort of project you have in mind.

Initial Research

The "*initial research*" entails asking around about the best contractors for the sort of project you need accomplished. Sources in this regard are

1. word-of-mouth; 2. internet search engines; 3. contractors themselves.

What you are looking for are contractors who have great reputations in our neighborhood for delivering on the nature of work we have available. You may not want to just go along with what others say. You are a lot safer dealing with contractors who have worked regularly around your community and have rapport with neighbors.

But what if, to your knowledge, contractors wanting to do work on your property are not well known to you for doing work you have in mind? Since you know that it can be detrimental for us to hire contractors we scarcely know anything about, you may want to have an application process for them. HGRBS (sponsor of this free Service Booklet) has also a free application you can download and print copies of. It is known as the "*Service Validation Form.*" But for the sake of simplicity, it is normally referred to as *the application*. Subsequently, when the phrase *the application* is used in this booklet, it refers to the "*Service Validation Form.*"

Effective Use of *The Application*

It is recommended, especially for contractors unknown for doing excellent work in our community, to fill out *the application*. This also applies to contractors you found online. But it can be wise to give them advance notice that when they visit, it would only be for picking up the application. It may not be a good idea to give any impression that you are inviting them over to have them look over what you have available. You can treat this as only an invitation to pick up the application – not for consideration to start work. They may not be as honest and proficient as they want to believe they are.

*When contractors you have invited over arrive, it would be great to have the application in a convenient place for us to hand to them. Explain that it is a home policy for checking out contractors before considering for hire.

*Home is a *social business operation*. Through incorporating this application process as part your house rules, you now have in place a vital safeguard most *other* businesses use.

*After handing the application to contractors – along with the instruction sheet which shows them how to fill it out, you can also request references. For more details on the use of this unique residential work application process for contractors, there is a link provided on this page.

Mandatory Contractor Assessment	
Note: CONTRACTOR IS REQUIRED TO COMPLETE THIS FORM OFF-PREMISES AND TO RETURN IT AS DIRECTED	
SERVICE VALIDATION	
(This is a screening document. All information must first be <u>VALIDATED</u> before there is any further project discussion)	
1. DATE _____	2. County work is to be performed _____
3. Contractor's License/Registration # _____	4. Issuing County _____
5. Issuing State _____	6. Date Issued _____
	7. Date Expires _____
8. Full Name of Contract Firm/Individual Contractor _____	
9. County _____	
10. Address _____	
11. City _____	12. State _____
	13. Zip Code _____
14. (In this document the term "Contractor" "Principal " or the phrase "Principal Contractor" refers to the individual authorized to bid for this work and to take full responsibility for commencing, performing, and completing it specific to expectations of homeowner or duly authorized tenant, and to be held liable for any resulting damages or unauthorized expenditures relative to the same).	
15. Principal's Legal Name _____	
16. Position with Contract Firm _____	
17. Name of Principal's Bond Company _____	
18. Contract Firm's Landline Phone () _____ - _____	
19. Principal's Wireless Phone () _____ - _____	
20. Firm's E-mail _____	
21. Work Sought (Please, clearly specify): _____	
*Note: This part filled out after applicable contractor returns the competed form	
Authorization	
By signing this document, I, the Principal/Lead/General Contractor, give the undersigned resident my full authorization to contact government agencies, any personal references, and other sources to verify any and/or all information I have entered here or have otherwise conveyed to undersigned resident.	
Principal's Signature _____	
Resident's Signature _____	
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*[The ["SERVICE VALIDATION FORM"](#) - Contractor Screening Document (Website). This special website explains its origins, design, use, and invaluableity towards successfully screening out the worst contractors and screening in the best. Download available.

Helpful Key Information In Washington State Resident-Contractor Relations

Corporation Research

Business Look-up For Contractor Corporations: In the State of Washington, ALL corporations, LLC's, and partnerships doing business in the state must be formally registered to do so with the Secretary Of State. This would be your first stop if the contract firm is a standard corporation(INC), a limited liability corporation(LLC), or a partnership.

Contractor Validation-Statewide – Contract firms/contractors which are not corporations or legal partnerships are legally required to be registered with the *Washington State Department of Revenue (DOR)* in order to legally pursue business in the state. This would be your first stop for validating contractors to see if contractors are listed doing business in the state of *Washington*. This is not the same as a “license” and “credential check.” What you may want to do is use the link provided to learn if whether or not the contractor is listed with the *DOR*. If not, then he/she is operating illegally. This is often an accurate indicator of the contractor being unlicensed and unreliable.

Contractor License, Bond, And Insurance Validation - Statewide

In the state of Washington *ALL Contractors* are legally required to be adequately *licensed, bonded, and insured*. In contracting vocations where special certification is also required, contractors are only legally permitted to bid for and to perform work which is *directly related to that certification*. In addition, it is generally recommended that contractors be prepared to produce documentation about anything they say they are trained and/or certified to do, on-demand. Normally if they have such documentation, they will produce it on-demand.

These contractor requirements apply to:

Sole Proprietorships, Partnerships, Limited Liability Corporations, and Standard Corporations in the building trades (colloquially “contracting profession”).

They must ALL be licensed by the *Washington State Department Of Labor and Industries (L&I)* before they can operate legally in the state of Washington. They must be registered with *Washington State Secretary of State* and/or *The Washington State Department of Revenue*.

EFFECTIVE MEANS FOR FILING COMPLAINTS WITH RELATED GOVERNMENT OFFICES

There are an untold number of Washingtonian private home residents who are caught by surprise (largely due to neglecting thorough “**service validations**” on contractors) learning that the contractor they hired wasn’t reliable. It could be for any number of reasons, from doing shoddy work to no work at all. Also, in most of these cases, residents did the forbidden: *They gave the contractor money in advance*. The amount given is not as significant as the fact that it was not invested wisely.

AG’s CONSUMER COMPLAINT RESOURCE CENTER

When it becomes necessary to file a complaint against an individual contractor, contract firm, contractor partnership, or contractor corporation, it is great to know our options. The *Washington State Attorney’s Office* provides several complaint options specific to the “nature” to the complaint. The office does not represent individual residents.

However the AG’s office is the central resource center for the forms we need to address to the *appropriate* government department or affiliated legal agency which works closely with government to help in dispute resolutions. The following link is to the central area of the *State Attorney General’s Office* where we can access Complaint Forms *related to our individual contractor-related situation*.

There are Complaint Form options in English and Spanish. Although we can be tempted to go straight to the Complaint Forms, we may want to first read these useful tips offered. They will enable us to select the correct Complaint option directly related to our individual need:

[FILE A COMPLAINT](#)

ADDITIONAL INFO FOR RESIDENTS MAKING STRATEGIC CHOICES

Albeit that there are other crucial concerns of the private home settings, our primary concern is to inspire resident efforts towards:

1. *Ensuring that you are financially sound enough to authorize the nature of home maintenance or improvement projects you have in mind.*

2. *Ensuring that you are as familiar as possible about how your nature of home projects are correctly done before calling in trades people to successfully deliver.*
3. *Ensuring that you have adequate protocol or a working system for scouting, selecting, declining, hiring, firing, and/or settling with individual contractors and/or contract firms.*
4. *Knowing which remedial actions you can take in the event you feel/are threatened by dishonest contractors.*
5. *Knowing which remedial actions you can take in case you feel/are defrauded by dishonest contractors.*
6. *Ensuring that individual contractors/contract firms are legally cleared and verified (5 favorable customer references, included) to expeditiously perform your specific types of home projects in the state of Washington.*



GOD BLESS YOU, YOUR FAMILY, & YOUR HOME!

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