

# Hiring the Right Professional

Follow BBB's Checklist When Hiring a Business



- Track Record.** Search the business on bbb.org and read what previous customers have to say, more importantly see how the business responds to its customers. It's fast, easy and free.
- Cost Comparisons.** Get at least three quotes in writing and be sure you compare the quotes based on the same specifications.
- Licensing.** Do your homework. Find out what licensing is required at the state, county and city levels. Verify they are qualified to perform the type of service you require.
- Insurance.** Verify the company has liability insurance and workers compensation insurance.
- References.** Ask for references from the company's last three jobs and check them out before you sign a contract. Use extra caution with those who are going door to door in your neighborhood, or are putting flyers in mailboxes and claiming to be doing work with your neighbors.
- Written Contract.** Do not permit work to start without a signed, written contract that includes start and completion dates, exact costs, specific work to be done, and warranty information. Be sure to read the fine print carefully.
- Deposit Required and Payment.** Do not pay large payments up front. Stagger your payments according to work stages and do not make a final payment until the job is completed. Do not pay cash - pay by check or credit card.
- Building Permits.** Obtain applicable building permits for the work to be done. Unpermitted work can void insurance coverage and violate local zoning and building codes. Contact your local city and county building department for more information.
- Bonding.** Be sure all workers are bonded to protect you against theft and damage.
- Criminal History.** Check out anyone you allow onto your property to see if they have a criminal history.

## LOOK FOR THE SEAL.

### BBB Accreditation Standards for Trust

Build Trust  
Advertise Honestly  
Tell the Truth  
Be Transparent

Honor Promises  
Be Responsive  
Safeguard Privacy  
Embody Integrity



### BBB Mission

*To be the leader in advancing marketplace trust.*

### BBB Vision

*An ethical marketplace where buyers and sellers can trust each other."*

[bbb.org/floridalicense](http://bbb.org/floridalicense)