

What to Look For in a Home Improvement Contract

Protect yourself by getting **all verbal promises in writing.**

XYZ Home Improvements
 123 Main Street
 City, State Zip Code
 Telephone
 Cell/Fax

Make sure the contractor's physical **address** (not just PO Box) is included, as well as **telephone**, fax and cell phone numbers.

Homeowners Names	Telephone Number
Street Address	Job Location Address (if different from home address)

XYZ Home Improvements proposes to furnish the materials and perform the labor necessary for the completion of:

List any **subcontractors** that may be used, including their names, addresses and telephone numbers.

Insert **description of the work** to be done, list of materials, who is paying for materials, who is responsible to obtain permits, warranty information, if any, and all costs.

Make sure the contract **includes start and end dates** of work to be done.

All material is guaranteed to be as listed and the above work is to be done in a workmanlike manner for the sum of \$_____

If you want to add or delete something in the contract, do it **before** you sign.

Make sure to list any deposits and when the final **payment** is due. If partial payments are to be made, list the requirements for those payments.

Acceptance of Proposal

The above work, costs, materials and details are hereby accepted. Payments will be made as listed above.

 Contractor

 Date

 Homeowner

 Date

Be sure that all parties **sign and date** the contract and that you get a copy when you sign it.

Customer's Right to Cancel

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation for an explanation of this right.

 Homeowner

 Date

Ohio cancellation law gives you **3-days to cancel sales made in your home** or at a place that is not a company's regular place of business. Your contractor must provide you with duplicate copies of the cancellation notice, which includes how to cancel your agreement.