



ServiceFax

The History Behind Every Service Provider™



Verified
Information



Comprehensive
Records



Trusted
Insights



Protecting
Homeowners



Empowering
Better Decisions

ServiceFax Contractor Hiring Checklist

ServiceFax™ *The History Behind Every Service Provider™*

Contractor Information

Contractor Name: _____

Company Name: _____

Phone Number: _____

Email Address: _____

Project Type: _____

Estimated Project Value: \$ _____

Due Diligence Checklist

Business Verification

- ☐ Business registration verified
 - ☐ Business address confirmed
 - ☐ Years in business verified
 - ☐ Company contact information verified
-

Licensing Verification

- ☐ Required license verified
 - ☐ License active and in good standing
 - ☐ License number documented
 - ☐ License holder confirmed
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Insurance Verification

- ☐ Certificate of Insurance requested
 - ☐ General Liability verified
 - ☐ Workers' Compensation verified
 - ☐ Policy expiration dates reviewed
 - ☐ Coverage limits reviewed
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Contractor Evaluation

- ☐ Written estimate received
 - ☐ Scope of work reviewed
 - ☐ Timeline reviewed
 - ☐ Warranty reviewed
 - ☐ Payment schedule reviewed
 - ☐ References received
 - ☐ References contacted
 - ☐ Multiple bids obtained
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Project Readiness

- ☐ Permit responsibilities confirmed
- ☐ Material specifications reviewed
- ☐ Change order process explained

- ☐ Communication process established
- ☐ Emergency contact information provided

Final Decision

- ☐ Approved to Hire
- ☐ Additional Information Needed
- ☐ Not Selected

Notes:

Homeowner Signature: _____

Date: _____

