



June 2, 2008

Dear Michael

Thank you for the opportunity to provide the enclosed proposals to re-roof two of your buildings and repair another. We know that installing a new roof at one's property or do repairs is a major decision and understanding all the aspects of the roofing processes can be a complicated, confusing matter. Therefore, we would welcome the opportunity to discuss this proposal with you at your convenience.

Please give us a call at (510) 536-3356 so we can schedule a time to talk with you.

Very truly yours,

A handwritten signature in black ink that reads "Dave Hamilton". The signature is fluid and cursive, with a large initial "D" and "H".

Dave Hamilton
Estimator
General Roofing Company



PROPOSAL AND CONTRACT

Proudly Celebrating 84 Years of Quality Service!

Michael Korman
2025 Rose Street
Berkeley, CA 94709
510 843-7042 (H)
510 525-2562 (W)

June 2, 2008

Based on our discussion and the inspection of your roof, we recommend the work detailed below.

The undersigned proposes to furnish all materials and perform all labor on the following described real property:

1933 Addison Street
Berkeley, CA 94704

necessary to complete the following work of improvement in accordance with the specifications detailed, hereto, and by reference incorporated herewith:

Repairs

1. Seal all pipes.
2. Check corners on skylights and seal as necessary.
3. Re-coat flat roof with a reflective aluminum roof coating.

Investment \$1,885.00 "Includes All Advertised Discounts" (____)

Although we feel confident our repairs will solve your problems, as is standard in the roofing industry, General Roofing Company does not guarantee repair work nor do we imply any warranties on the remaining life expectancy of the existing roof system. Some problems may exist that cannot be found even with the best visual inspection.

This proposal is based upon possibly using a designated area by a vehicle(s) during the repair process and loading of any debris. The vehicle may drive up and park on the designated area. General Roofing Company is not responsible for cracks or breakage in the parking surface.

Advisory: During the repair/maintenance process debris may fall into attic areas if there are any. General Roofing Company is not responsible for tarping or cleanup of an attic area. In addition, where open beam ceilings are present, dust and/or debris may sift into the interior. General Roofing Company is not responsible for tarping or cleanup of interior areas. The owner is solely responsible for protecting any personal property and is strongly urged to remove any vehicles (i.e., cars, motorcycles, etc.) from the area during the roofing process.

General Roofing Company is not responsible for wire breakage, poor reception, re-calibration, etc., of antennas/satellite dishes, cable/telephone/internet service, or other such devices.

Any exterior debris resulting from the job is to be cleaned up and hauled away and the jobsite left clean and in order on a daily basis.

General Roofing Company is fully covered by worker's compensation and liability insurance, with certificates available upon request.

Mold/Fungi/Microbe is present in many locations. Mold/Fungi/Microbe can be dangerous, and can cause health related diseases. General Roofing Company does not inspect for mold/fungi/microbe. We are specifically not qualified to determine if mold/fungi/microbe is present. It is the responsibility of the owner of the building to determine if mold/fungi/microbe is present. It is also the responsibility of the owner of the building to notify General Roofing Company within 24 hours of occurrence of any leak in the building and where mold/fungi/microbe may occur or may be present. General Roofing Company is not liable for any damages for not identifying any mold/fungi/microbe or for mold/fungi/microbe occurring, mold/fungi/microbe occurring at a later date, health effects or worker's compensation effects, from mold/fungi/microbe either directly or indirectly caused by our activities, materials used, processes or lack of recognition of those conditions at the above site.

All of the above work is to be completed in a substantial and workmanlike manner according to standard practices on or before (to be determined) save and except for any delays caused by strikes, Act of God, or other unforeseen happenstance over which the contractor has no control.

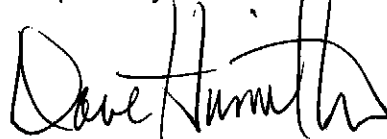
Payment is to be made as follows: Full payment is due immediately at the conclusion of original scope of work. If there are any unresolved issues, change orders, etc., a retention not to exceed ten percent (10%) may be withheld until satisfactory resolution is reached.

Should it become necessary to use a legal device to make collection, all said expenses pertaining thereto would be at the expense of the property owner. A finance charge of 1.50% (18.00% annual percentage rate) will be charged on all accounts past due.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

This proposal shall be binding upon the contractor for a **period not to exceed thirty (30) days**, unless earlier revoked by written notice of revocation prior to acceptance, at which time this proposal shall terminate automatically. No contractual rights arise until this proposal is accepted in writing.

Respectfully submitted,



Dave Hamilton
Estimator
General Roofing Company

Acceptance

The above proposal is hereby accepted according to terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof. Please sign, date, and return one copy upon acceptance.

Signature: _____ Date: _____



PROPOSAL AND CONTRACT

Proudly Celebrating 84 Years of Quality Service!

Michael Korman
2025 Rose Street
Berkeley, CA 94709
510 843-7042 (H)
510 525-2562 (W)

June 2, 2008

Based on our discussion and the inspection of your roof, we recommend the work detailed below.

The undersigned proposes to furnish all materials and perform all labor on the following described real property:

1931 Addison Street
Berkeley, CA 94704

necessary to complete the following work of improvement in accordance with the specifications detailed, hereto, and by reference incorporated herewith:

Re-roof – Built-up

Tear off existing roofing to the sheathing boards and dispose of all tear off. At this time, the sheathing is to be checked for dry rot and if any is found, it is to be replaced at a cost of \$65.00 per hour, plus materials, over and above the contract price. Dry rot repair cost and/or any wood replacement are not to exceed \$500.00 without owner's approval. Repairs and/or wood replacement will not be painted.

Cant Strip will be furnished and installed at all angles of the roof deck and vertical surfaces. Over the prepared roof surface a 28# fiberglass base sheet is to be applied, followed by two layers of 11# fiberglass ply sheet, solid mopped with hot asphalt between each layer. A 72# mineral surface fiberglass cap sheet is then to be installed over the roof area, also in a mopping of hot asphalt. The parapet walls are to receive two layers of 11# fiberglass ply sheet and one layer of 72# mineral surfaced fiberglass cap sheet, solid mopped with hot asphalt between each layer. The top of the parapet wall is to receive a three-course flashing and will be painted with cap seal. New flashings and new drain outlets are to be installed in conjunction with the roofing.

Investment \$21,995.00 “Includes All Advertised Discounts” (____)

The existing skylights are original to the building and if they are damaged on removal, a price will be quoted at that time for replacement.

Due to the volatility of the oil (asphalt) markets, any increases from material suppliers, delays, accidents, or other factors beyond our control may be passed on to the customer.

Workmanship is guaranteed for a period of five years from the date of completion of the job. A regular inspection and maintenance program must be implemented during the effective period of the guarantee to ensure it remains in effect. The manufacturer's warranty will apply for the products provided.

This proposal is based upon using the driveway/ground cover by a vehicle during the tear-off process and loading of the material. The vehicle will drive up and park on the driveway/ground cover. General Roofing Company is not responsible for cracks or breaks in the driveway/ground cover.

All permits and applicable fees are included in this price.

Advisory: During the roofing/gutter process debris may fall into attic areas if there are any. General Roofing Company is not responsible for tarping or cleanup of an attic area. In addition, where open beam ceilings are present, dust and/or debris may sift into the interior. General Roofing Company is not responsible for tarping or cleanup of interior areas. The owner is solely responsible for protecting any personal property and is strongly urged to remove any vehicles (i.e., cars, motorcycles, etc.) from the area during the roofing process.

If ponding water currently occurs on the roof, due to the condition and construction of the existing roof deck, ponding water may still occur in these areas. It is the nature of most flat roofs to have some ponding water occur. If you would like to discuss ways in which this may be alleviated during the roofing process, please contact your estimator.

General Roofing Company is not responsible for wire breakage, poor reception, re-calibration, etc., of antennas/satellite dishes, cable/telephone/internet service, or other such devices.

Any exterior debris resulting from the job is to be cleaned up and hauled away and the jobsite left clean and in order on a daily basis.

Every effort will be made to protect the surrounding landscaping. If General Roofing Company causes any damage to the landscaping during the roofing process; it will be repaired or replaced.

General Roofing Company is fully covered by worker's compensation and liability insurance, with certificates available upon request.

Mold/Fungi/Microbe is present in many locations. Mold/Fungi/Microbe can be dangerous, and can cause health related diseases. General Roofing Company does not inspect for mold/fungi/microbe. We are specifically not qualified to determine if mold/fungi/microbe is present. It is the responsibility of the owner of the building to determine if mold/fungi/microbe is present. It is also the responsibility of the owner of the building to notify General Roofing Company within 24 hours of occurrence of any leak in the building and where mold/fungi/microbe may occur or may be present. General Roofing Company is not liable for any damages for not identifying any mold/fungi/microbe or for mold/fungi/microbe occurring, mold/fungi/microbe occurring at a later date, health effects or worker's compensation effects, from mold/fungi/microbe either directly or indirectly caused by our activities, materials used, processes or lack of recognition of those conditions at the above site.

All of the above work is to be completed in a substantial and workmanlike manner according to standard practices on or before (to be determined) save and except for any delays caused by strikes, Act of God, or other unforeseen happenstance over which the contractor has no control.

Payment is to be made as follows:

- 1. A deposit of ten percent (10%) or \$1,000.00 of the total amount of the job, whichever is less, is due upon acceptance of the contract.**
- 2. Payment in full is expected for each option at the time it is completed.**
- 3. If there are any unresolved issues, change orders, etc., a retention not to exceed ten percent (10%) may be withheld until satisfactory resolution is reached.**

Should it become necessary to use a legal device to make collection, all said expenses pertaining thereto would be at the expense of the property owner. A finance charge of 1.50% (18.00% annual percentage rate) will be charged on all accounts past due.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

This proposal shall be binding upon the contractor for a **period not to exceed thirty (30) days**, unless earlier revoked by written notice of revocation prior to acceptance, at which time this proposal shall terminate automatically. No contractual rights arise until this proposal is accepted in writing.

Respectfully submitted,



Dave Hamilton
Estimator
General Roofing Company

Acceptance

The above proposal is hereby accepted according to terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof. Please sign, date and return one copy upon acceptance.

Signature: _____ Date: _____



PROPOSAL AND CONTRACT

Proudly Celebrating 84 Years of Quality Service!

Michael Korman
2025 Rose Street
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510 843-7042 (H)
510 525-2562 (W)

June 2, 2008

Based on our discussion and the inspection of your roof, we recommend the work detailed below.

The undersigned proposes to furnish all materials and perform all labor on the following described real property:

1935 Addison Street
Berkeley, CA 94704

necessary to complete the following work of improvement in accordance with the specifications detailed, hereto, and by reference incorporated herewith:

Re-roof – Built-up (Flat Areas)

Tear off existing roofing to the sheathing boards and dispose of all tear off. At this time, the sheathing is to be checked for dry rot and if any is found, it is to be replaced at a cost of \$65.00 per hour, plus materials, over and above the contract price. Dry rot repair cost and/or any wood replacement are not to exceed \$500.00 without owner's approval. Repairs and/or wood replacement will not be painted.

Over the prepared roof surface the flat areas will receive a 28# base sheet followed by one layer of smooth surface modified bitumen flashing sheet and one layer of granulated modified bitumen flashing sheet according to the manufacturer's specifications. The top of the parapet wall is to receive a three course flashing and will be painted with cap seal. New flashings and new drain outlets also are to be installed in conjunction with the roofing.

Re-roof – Shingles (Slopes Area)

Tear off existing roofing to the sheathing boards and dispose of all tear off. At this time, the sheathing is to be checked for dry rot and if any is found, it is to be replaced at a cost of \$65.00 per hour, plus materials, over and above the contract price. Dry rot repair costs and/or any wood replacement are not to exceed \$500.00 without owner's approval. Repairs and/or wood replacement will not be painted.

Over the prepared roof surface **CertainTeed Roofer's Select High Performance underlayment** is to be applied, followed by the installation of **CertainTeed Landmark 30-year** Class A fiberglass dimensional shingles according to the manufacturer's specifications (color to be determined). New galvanized pipe and vent flashings are to be installed and sealed in conjunction with the roofing, and painted to match the roof. A price for replacement of any skylights that are damaged or broken during removal will be quoted at that time.

Investment \$35,995.00 "Includes All Advertised Discounts" (____)

Due to the volatility of the oil (asphalt) markets, any increases from material suppliers, delays, accidents, or other factors beyond our control may be passed on to the customer.

Workmanship is guaranteed for a period of five years from the date of completion of the job. A regular inspection and maintenance program must be implemented during the effective period of the guarantee to ensure it remains in effect. The manufacturer's warranty will apply for the products provided.

This proposal is based upon using a designated area by a vehicle(s) during the tear-off process and loading of material. The vehicle will drive up and park on the designated area. General Roofing Company is not responsible for cracks or breakage in the parking surface.

All permits and applicable fees are included in this price.

Advisory: During the roofing/gutter process debris may fall into attic areas if there are any. General Roofing Company is not responsible for tarping or cleanup of an attic area. In addition, where open beam ceilings are present, dust and/or debris may sift into the interior. General Roofing Company is not responsible for tarping or cleanup of interior areas. The owner is solely responsible for protecting any personal property and is strongly urged to remove any vehicles (i.e., cars, motorcycles, etc.) from the area during the roofing process.

If ponding water currently occurs on the flat roof area, due to the condition and construction of the existing roof deck, ponding water may still occur in these areas. It is the nature of most flat roofs to have some ponding water occur. If you would like to discuss ways in which this may be alleviated during the roofing process, please contact your estimator.

General Roofing Company is not responsible for wire breakage, poor reception, re-calibration, etc., of antennas/satellite dishes, cable/telephone/internet service, or other such devices.

Any exterior debris resulting from the job is to be cleaned up and hauled away and the jobsite left clean and in order on a daily basis.

Every effort will be made to protect the surrounding landscaping. If General Roofing Company causes any damage to the landscaping during the roofing process; it will be repaired or replaced.

General Roofing Company is fully covered by worker's compensation and liability insurance, with certificates available upon request.

Mold/Fungi/Microbe is present in many locations. Mold/Fungi/Microbe can be dangerous, and can cause health related diseases. General Roofing Company does not inspect for mold/fungi/microbe. We are specifically not qualified to determine if mold/fungi/microbe is present. It is the responsibility of the owner of the building to determine if mold/fungi/microbe is present. It is also the responsibility of the owner of the building to notify General Roofing Company within 24 hours of occurrence of any leak in the building and where mold/fungi/microbe may occur or may be present. General Roofing Company is not liable for any damages for not identifying any mold/fungi/microbe or for mold/fungi/microbe occurring, mold/fungi/microbe occurring at a later date, health effects or worker's compensation effects, from mold/fungi/microbe either directly or indirectly caused by our activities, materials used, processes or lack of recognition of those conditions at the above site.

All of the above work is to be completed in a substantial and workmanlike manner according to standard practices on or before (to be determined) save and except for any delays caused by strikes, Act of God, or other unforeseen happenstance over which the contractor has no control.

Payment is to be made as follows:

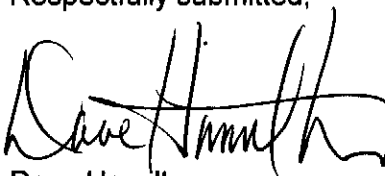
- 1. A deposit of ten percent (10%) or \$1,000.00 of the total amount of the job, whichever is less, is due upon acceptance of the contract.**
- 2. Payment in full is expected for each option at the time it is completed.**
- 3. If there are any unresolved issues, change orders, etc., a retention not to exceed ten percent (10%) may be withheld until satisfactory resolution is reached.**

Should it become necessary to use a legal device to make collection, all said expenses pertaining thereto would be at the expense of the property owner. A finance charge of 1.50% (18.00% annual percentage rate) will be charged on all accounts past due.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

This proposal shall be binding upon the contractor for a **period not to exceed thirty (30) days**, unless earlier revoked by written notice of revocation prior to acceptance, at which time this proposal shall terminate automatically. No contractual rights arise until this proposal is accepted in writing.

Respectfully submitted,



Dave Hamilton
Estimator
General Roofing Company

Acceptance

The above proposal is hereby accepted according to terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof. Please sign, date and return one copy upon acceptance.

Signature: _____ Date: _____

TERMS AND CONDITIONS

1. CHANGES IN THE WORK. Should the Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly.

Modification or addition to the work shall be executed only when both the Owner and the Contractor have signed a Contract Change Order. The change in the contract price caused by such contract Change Order shall be as agreed to in writing, or if the parties are not in agreement as to the change in contract price, the Contractor's actual cost of all labor, equipment, subcontracts and materials, plus a contractor's fee of _____% shall be the change in contract price. The Change Order may also increase the time within which the contract is to be completed.

No Extra or Change Order work shall be required to be performed without prior written authorization of the person contracting for the construction of the home improvement or swimming pool. Any Change Order forms for changes or Extra Work shall be incorporated in, and become a part of the contract.

2. RESPONSIBILITIES OF THE PARTIES. Contractor shall promptly notify the Owner of (a) subsurface or latest physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. Owner as added work shall pay for any expense incurred due to such conditions.

The Owner is responsible to supply water, gas, sewer and electrical utilities unless otherwise agreed to in writing. Electricity and water to the site is necessary.

Owner agrees to allow and provide Contractor and his equipment access to the property.

The Owner is responsible for having sufficient funds to comply with this agreement. This is a cash transaction unless otherwise specified.

The Owner is responsible to remove or protect any personal property and Contractor is not responsible for it or for any carpets, drapes, furniture, driveways, lawns, shrubs, etc.

The Owner will point out and warrant the property lines to contractor.

3. DELAYS. Contractor agrees to start and diligently pursue work through to completion, but shall not be responsible for delays for any of the following reasons: failure of the issuance of all necessary building permits within a reasonable length of time, funding of loans, disbursement of funds into funding control or escrow, acts of neglect or omission of Owner or Owner's employees or Owner's agent, acts of God, stormy or inclement weather, strikes, lockouts, boycotts, or other labor union activities, Extra Work ordered by Owner, acts of public enemy, riots or civil commotion, inability to secure material through regular recognized channels, imposition of government priority or allocation of materials, failure of Owner to make payments when due, or delays caused by inspection or changes ordered by the inspectors of authorized governmental bodies, or for acts of independent contractors, or holidays, or other causes beyond Contractor's reasonable control.

4. PLANS & SPECIFICATIONS. If plans and specifications are prepared for this job, they shall be attached to and become part of the agreement.

5. SUBCONTRACTS. The Contractor may subcontract portions of this work to properly licensed and qualified subcontractors.

6. FEES, TAXES AND ASSESSMENTS. Owner will pay for taxes and assessments of all descriptions. Contractor will obtain and pay for all required building permits, but Owner will pay assessments and charges required by public bodies and utilities for financing or repaying the cost of sewers, storm drains, water service, schools and school facilities, other utilities, hook-up charges and the like.

7. COMPLETION AND OCCUPANCY. Owner agrees to sign and record a Notice of Completion within five (5) days after the project is complete and ready for occupancy. If the project passes final inspection by the public body but Owner fails to record Notice of Completion, then Owner hereby appoints Contractor as Owner's agent to sign and record a Notice of Completion on behalf of Owner. This agency is irrevocable and is an agency coupled with an interest. In the event the Owner occupies the project or any part thereof or he Contractor has received all payment due under this contract, such occupancy shall constitute full and unqualified acceptance of all the Contractor's work by the Owner and the Owner agrees that such occupancy shall be a waiver of any and all claims against the contractor.

8. RIGHT TO STOP WORK: Contractor shall have the right to stop work if any payment shall not be made, when due, to Contractor under this agreement. Contractor may keep the job idle until all payments due are received. This remedy is in addition to any other right or remedy that the Contractor may have. Such failure to make payment when due, is a material breach of this agreement. Owner acknowledges that the additional costs for the delay in stopping and starting the project shall be treated as an extra and allow Contractor additional costs in accordance with paragraph one hereof.

9. CLEAN-UP. Contractor will remove from Owner's property debris and surplus material created by this operation and leave it in a neat and broom clean condition.

10. LIMITATIONS. No action of any character arising from or related to this contract, or the performance thereof shall be commenced by either party against the other more than two years after completion of the project or cessation of work under this contract.

11. COMPLIANCE WITH LAWS. In connection with the performance by Contractor, pursuant to this agreement, Contractor shall obtain and pay for all permits and comply with all federal, state, county and local laws, ordinances and regulations.

12. ATTORNEY FEES. In the event there is any litigation or arbitration arising out of this agreement, the prevailing party shall be entitled to its reasonable attorney fees and costs.

13. PAYMENT. Upon satisfactory payment being made for any portion of the work performed, the Contractor shall, prior to any further payment being made, furnish to the persons contracting for the improvement, a full and unconditional release from any claim or Mechanic's Lien pursuant to Section 3114 of the Civil Code, for that portion of the work for which payment has been made.

14. ASBESTOS AND HAZARDOUS WASTE. Unless the contract specifically calls for the removal disturbance, or transportation of asbestos or other hazardous substances, the parties acknowledge that such work requires special procedure, precautions, and/or licenses. Therefore, unless the contract specifically calls for same, if Contractor encounters such substances, Contractor shall immediately stop work and allow the Owner to obtain duly qualified asbestos and/or hazardous material contractor to perform the work or the Contractor may perform the work at contractor's option. Said work will be treated as an extra under the contract.



Tips To Ensure A Successful Job

Roofing Expectations

If you are like most of our customers, this is probably your first experience with roofing and you're wondering what to expect. Like most construction projects, you may experience some inconvenience created by equipment and debris, but at the end of each day the premises will be cleaned and left in an organized manner.

Roof Tear Off

If a tear-off to open sheathing is involved during the roofing process, covering or removing valuables stored in the attic and the garage is a good idea since dirt and debris may filter down into this area. General Roofing Company is not responsible for these items or cleaning the attic or garage area.

Roof Repairs

There are two types of repair jobs. One type is a scheduled repair where the customer is given a specific date (weather permitting). Repairs are also performed on a stand-by basis, which means we will complete them as the weather and time permits. A door hanger informing you that we have been to your home, including any applicable comments will be placed on the front door when the job is finished. Your estimator will discuss with you what the best type of repair suits your job.

Start Date

Your representative will give you an approximate start date before or after you sign your contract. Generally, one or two days prior to commencing work the scheduling department will call to confirm an exact start date and time of arrival. Crews can start as early as 8 a.m. and work until 5 p.m., but this can change depending on various circumstances. If you desire more advanced notice or you have an exact date that the job must be started, contact our scheduling department or make arrangements with your representative.

Access

Keep driveway clear so that we may have direct access to the work area. Your contract price was figured utilizing access to the driveway for our trucks, i.e. for roof removal, loading of materials and periodic removal of debris. Initially, access is necessary around the entire home. After the tear-off process (if applicable) access from the front is usually all that is necessary.

Usage of an electrical outlet is required during the job. If that is not possible, please let us know prior to starting your job.

Please sign, date and return this form upon acceptance of our contract. This will serve to acknowledge that you understand the “Tips to Ensure A Successful Job” information.

Signature: _____ **Date:** _____

Communication Information

It is important you provide us with telephone numbers or an alternative way of contacting you during the time we are working on your roof.

Our staff may need to reach you regarding some aspect of the job and this information will allow us to proceed in a timely manner.

If you have questions or need assistance during your project, please call the office immediately at 510 536-3356.

(Please Print)

Name: _____

Alternate Contact Name: _____

Home: _____ Daytime: _____

Cellular: _____ Email: _____

Comments/Notes/Special Instructions: _____

Checklist for Homeowners

HOME IMPROVEMENT

Pursuant to Business & Professions Code §7159.3 (SB2029), home improvement contractors must provide this notice.
This form complies with professional standards and laws in effect January 1-December 31, 2005

✓ Check Out Your Contractor

- Did you contact the Contractors State License Board (CSLB) to check the status of the contractor's license?
Contact the CSLB at 1-800-321-CSLB (2752) or visit our web site: www.cslb.ca.gov.
- Did you get at least (3) local references from the contractors you are considering?
Did you call them?
- Building permits-will the contractor get a permit before the work starts?

✓ Check Out The Contract

- Did you read and do you understand your contract?
- Does the three-day right to cancel a contract apply to you?
Contact the CSLB if you don't know.
- Does the contract tell you when work will start and end?
- Does the contract include a complete description of the work to be done, the material that will be used and equipment to be installed?
This description should include scale drawings, brand names, model numbers, quantities, and colors. Specific descriptions now will prevent disputes later.
- Are you required to pay a down payment?
The down payment for should never be more than 10% of the contract price or \$1,000.00, whichever is less.
- Is there a schedule of payments?
If there is a schedule of payments, you should pay only as work is completed and not before. There are some exceptions-contact the CSLB to find out what they are.
- Did your contractor give you a "Notice to Owner," a warning notice describing liens and ways to prevent them?
Even if you pay your contractor, a lien can be placed on your home by unpaid laborers, subcontractors, or material suppliers. A lien can result in you paying twice or, in some cases, losing your home in a foreclosure. Check the "Notice to Owner" for ways to protect yourself.
- Did you know changes or additions to your contract **must** be in writing?
Putting changes in writing reduces the possibility of a later dispute.

X _____
Signature

X _____
Signature

_____ 2005
Date

_____ 2005
Date