REMODEL CONTRACT CHECKLIST

Use before signing. This is a review checklist, not a contract and not a statement of local legal requirements.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

PARTIES, SCOPE AND COMMERCIAL TERMS

- [ ] Correct legal names, project address and contact information are identified.
- [ ] Required contractor registration / license and insurance are verified.
- [ ] Plans, specifications, scope, exclusions and allowances are attached and dated.
- [ ] Contract price, tax treatment, deposits and progress-payment terms are clear.
- [ ] Start, substantial completion and scheduling assumptions are described.
- [ ] Written change-order process covers cost, schedule and approval.
- [ ] Owner-supplied materials, access, utilities and work hours are addressed.
- [ ] Permit responsibility and inspection coordination are assigned.
- [ ] Unknown conditions and hazardous-material procedures are addressed.

QUESTIONS FOR COUNSEL / UNRESOLVED COMMERCIAL TERMS

General template only. Not legal advice. Check the contract and applicable local requirements.

REMODEL CONTRACT CHECKLIST

Record issues and owners; do not treat checked boxes as proof of legal compliance.

PROJECT / JOB NUMBER

UPDATED BY / DATE

RISK, CLOSEOUT AND LOCAL REVIEW

- [ ] Insurance, damage responsibility and site-protection provisions are reviewed.
- [ ] Warranty scope, duration, exclusions, service contact and applicable nonwaivable rights are reviewed.
- [ ] Payment disputes, suspension and termination procedures are reviewed.
- [ ] Applicable notices, cancellation rights and lien requirements are reviewed locally.
- [ ] Dispute-resolution terms and governing-law provisions receive legal review.
- [ ] Closeout deliverables, punch-list process and final-payment conditions are clear.
- [ ] All attachments and revisions are included in the final signing package.

OPEN ITEMS

Issue / clause to resolve	Owner	Due / resolved

REVIEWED BY / ROLE

REVIEW DATE / NEXT STEP

General template only. Not legal advice. Check the contract and applicable local requirements.