

Minimum Requirements of a Written Contract

1. Work begin date and estimated completion date
2. A statement of costs including down payment
3. A list of materials and work to be performed, as requested by the customer
4. A statement explaining delays caused by events beyond the control of the contractor do not constitute abandonment
5. A statement of assurance that the contractor will comply with all local building permits, inspections and zoning requirements
6. Disclosure of the cancellation rights of the parties
7. A signed acknowledgment that the customer was given the DPOR statement of protection if the contract was the result of a door-to-door solicitation
8. Contractor's name, address, license number, class of license, and specialties on license
9. Notification that any changes to the contract must be in writing and signed by all parties
10. Effective July 1, 2015, all contracts must have a statement that notifies consumers of the existence of the Virginia Contractor Transaction Recovery Fund and information on how to contact the board for claim information

Board for Contractors

Stay Informed....

- The Board for Contractor's Mailing List. Simply e-mail or write the board with your name, phone number, mailing address and e-mail address. The board will then mail you notification of any upcoming changes to the regulations.
- Virginia Regulatory Town Hall. Register at this site and be notified about proposed changes to any Virginia regulations, including a meetings calendar and board minutes.
www.townhall.virginia.gov

Maintain Your License....

- Renew your license every 2 years before your license expires
- Notify the board of name or address changes within 30 days
- Notify the board of changes to your qualified individual within 45 days
- Notify the board of changes to your designated employee or responsible management within 90 days



Department of Professional and Occupational Regulation

www.dpor.virginia.gov