



**Deep Energy
Retrofits**
CANADA

**Green
Communities**
CANADA

Renovation Contract Checklist

Typically, home retrofit contractors will provide you with a contract. Read it thoroughly. You may also want to have it reviewed by a lawyer to make sure it protects you and your property. Here are our suggestions on what a contract should include to help protect both the homeowner and the contractor.

This is not an exhaustive list and should be used only as an informational resource. This list is NOT meant to be used as a substitute for a legal document or advice.



- Names of the parties entering the contract, clearly stated.
- Your name (the Owner, Requestor, or Contractee)
- Contractor's name
- Contractor's company name
Contact info, for both parties:
- Street addresses
- E-mail addresses
- Personal phone numbers
- Business phone numbers
- Fax numbers (if applicable)
- Contractor's business number or GST/HST number issued by the Canada Revenue Agency (CRA)
- Insurance
- Commercial General Liability Insurance
- Workers' Compensation Coverage
- Terms of Payment
- Payment Schedule
- Allowances (lump sum for, example, flooring and fixtures)
- Line for the legislated "holdback" percentage per each payment, as required by respective province.
- Description of the Work
- What "the Work" entails
- What "the Work" doesn't involve
- Line on agreements regarding Work Changes during work period.
- Line stating, unless otherwise stated, that the Contractor agrees to supply all materials, labour, and supervision to perform "the Work".

- Date when the Work is set to commence.
- Dates for any Work milestones.
- Date when Work is set to be complete.
- Attach Work Schedule, if applicable.
- Subtrades
- List company, names and services of all subcontractors that will undertake work.
- Line that states the lack of contractual relationship between Contractee and subtrades. Contractor is responsible for subcontractors.
- Washroom & Utilities Use
- Outline agreements around workers using facilities on the property.
- Permits
- State whether the Contractor or Contractee is responsible for obtaining permits. Usually, it is the property owner's responsibility to do so. It's important that the homeowner keep these permits for their personal records.
- If applicable:**
- Zoning Variance permit
- Demolition permit
- Building permit
- Electrical permit
- Plumbing permit
- Standards of Work
- Outline what work-related standards are expected.
- Inspections
- State whether the Contractor or Contractee will contact appropriate bodies for inspecting completed work.
- Warranties
- Outline agreement on Contractor's quality of work and
- If applicable, addenda referenced by or attached to contract: ...
- Blueprints, plans, drawings
- Specifications for equipment or other
- Relevant additional contracts, amendments, and/or Work Change Order forms
- Non-exclusivity Clause
- Conflict Resolution
- Default Protections
- Signatures by both parties