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## Author · Speaker Insurance Expert

## **HOA Checklist for Selecting California Contractors** Page 1 of 3

- 1. <u>Purchase a Workers Compensation Insurance Policy</u> to protect your HOA from possible claims & lawsuits that could happen if a contractor allows their license and/or Work Comp insurance to lapse
- 2. Hire only Licensed Contractors
- 3. Contact the Contractors State License Board to Verify each Contractor's License <a href="https://www2.cslb.ca.gov/OnlineServices/CheckLicense/LicenseRequest.asp">https://www2.cslb.ca.gov/OnlineServices/CheckLicense/LicenseRequest.asp</a>
- 4. <u>Get proof of Workers Compensation Insurance & General Liability Insurance.</u> <u>Have contractor name you as additional insured on his general liability policy</u>

HOA name	

Pre-screened Contractors				
	Contracto	or # 1		
Category	License #			
Company Name				
Contact Name		No.	otes	
Phone #				
Email				
○ License Verified	○ License Verified ○ Insu		ce Verified	
Date Lic checked		Date Ins checke	ed	
	Contracto	or # 2		
Category	License #			
Company Name	Company Name			
Contact Name			otes	
Phone #				
Email				
○ License Verified	I	○ Insuran	ce Verified	
Date Lic checked		Date Ins checke	ed	
	Contracto	or # 3		
Category	License #			
Company Name				
Contact Name			otes	
Phone #				
Email				
○ License Verified	<u> </u>	O Insuran	ce Verified	
Date Lic checked		Date Ins checke	ed	



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Pre-screened Contractors			
	Contracto	or # 4	
Category	License #		
Company Name			
Contact Name			Notes
Phone #			
Email			
○ License Verified ○ Inst		O Insura	ance Verified
Date Lic checked		Date Ins chec	ked
	Contracto	r # 5	
Category	License #		
Company Name			
Contact Name			Notes
Phone #			
Email			
○ License Verified		O Insura	ance Verified
Date Lic checked		Date Ins chec	ked
	Contracto	or # 6	
Category	License #		
Company Name			
Contact Name			Notes
Phone #			
Email			
<ul><li>License Verified</li></ul>		O Insura	ance Verified
Date Lic checked		Date Ins chec	ked



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possible claims & lawsuits that could happen if a contractor allows their license and/or Work Comp insurance to lapse 2. Hire only Licensed Contractors

- 3. Contact the Contractors State License Board to Verify each Contractor's License https://www2.cslb.ca.gov/OnlineServices/CheckLicense/LicenseRequest.asp
- 4. Get proof of Workers Compensation Insurance & General Liability Insurance. Have contractor name you as additional insured on his general liability policy

Pre-screened Contractors		
	Contractor # 7	
Category	cense #	
Company Name		
Contact Name		Notes
Phone #		
Email		
○ License Verified ○ Insu		urance Verified
Date Lic checked	Date Ins o	hecked
	Contractor # 8	
Category	cense #	
Company Name		
Contact Name		Notes
Phone #	Notes	
Email		
○ License Verified	O Insi	urance Verified
Date Lic checked	Date Ins o	hecked
	Contractor # 9	
Category	cense #	
Company Name		
Contact Name	Notes	
Phone #		
Email		
<ul><li>License Verified</li></ul>		urance Verified
Date Lic checked	Date Ins o	hecked