

Elliot Katzovitz



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1. **Purchase a Workers Compensation Insurance Policy** 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**
<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

HOA name

Pre-screened Contractors

Contractor # 1

Category

License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

Contractor # 2

Category

License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

Contractor # 3

Category

License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

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Have contractor name you as additional insured on his general liability policy

Pre-screened Contractors

Contractor # 4

Category License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

Contractor # 5

Category License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

Contractor # 6

Category License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

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Have contractor name you as additional insured on his general liability policy

Pre-screened Contractors

Contractor # 7

Category License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

Contractor # 8

Category License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked

Contractor # 9

Category License #

Company Name

Contact Name

Phone #

Email

Notes

☐ **License Verified**

☐ **Insurance Verified**

Date Lic checked

Date Ins checked