

Homeowner's Guide USA – 4 Crucial Phases To Effective Contractor Screening
Mandatory Paperwork For Contractor Screening
[Simplifying Phases For Implementing The “Home Service Validation System”]

MANDATORY PAPERWORK FOR CONTRACTOR SCREENING

(Phase 1)

[4 Crucial Phases To Effective Contractor Screening]

Preview

In this guide, we are considering the very first step recommended to be taken towards ensuring we are armed with sufficient background information on contractor candidates to make the best possible selecting and hiring decisions. This is apparently what we would like to accomplish. However, we may not want to repeat the error of many residents with comparable desires but are deficient in comparable “action.”

Subsequently, as we advance in our study of these homeowners guide, let us do so being prepared to be more action-oriented in this regard.

This guide (as with the others) is exclusively designed to share special information which will enable you to be better prepared to *see* contractors for whom and what they truly are; and to *hear* contractors for what they are actually saying. It is found that when we are able to do those two things that we are far better enabled to make the best possible decisions about contractor candidates. In so doing, we enormously increase the probability for getting the best possible results.

Phase 1: Mandatory Paperwork for Contractor Screening.

This entails presenting the “*SERVICE VALIDATION FORM*” and its accompanying sequentially numbered instructions. In addition, here is where you also request from the contractor five (5) references from local residents for whom the contractor has done the same or similar work. This is part of effective implementation of system requirements.

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Whether the contractor comes to your door or is there by invitation, after you discuss all you hope to get done, doing your walk-through in the process, be certain to complete the tour at the front of the house (outside) or by the front gate. Once the contractor is outside your home (if that was part of the tour) it is not advisable to let him back in for any reason. Nothing is finalized. Then, outside your front door or by your front gate, will probably ask what a lot of people do:

“Well? What do you think?”

And, will probably say, directly or in a roundabout way, it is *do-able*. Then, you may say:

“Right now, we’re only taking bids. So, what’s yours for the project?”

Then, he will probably be a bit expansive about things and work his way towards an *intelligent* and *reasonable* sounding fair bid:

“Oh. I ‘ll say ... Well ... for you? Only about two-million-five-twenty-seven-ninety-two. You seem to be a pretty fair customer.”

Take that as your cue!

Then you say (in your own words, of course):

“Wait out here for a second, okay? I have something for you to fill out!”

Then you return (Smile!). Then you gladly hand him your “Service Validation Form” along with its numerically guided instruction sheet! Following this you may want to say (but in your own words):

“Please, take this with you, and return it to me around this time tomorrow, okay? I’ll also need 5 references from other residents you’ve done the same type of work for, okay?”

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Remain Focused On Enforcing Paperwork Procedure

It is not recommended for you to *hesitate* handing your screening document to him or *wait for a response* after you have done so. Smile! Hand it to him because he is *going to* fill it out. When you have incorporated this procedure as part of your *house rules it then becomes mandatory for the contractor to do so*. Smile!

Please do not feel guilty or be apologetic. Politely hand it to him. Then when he asks about it, you can say something like:

“Oh. It’s a screening document. We do background checks. So, please, take these with you. Page 1 is the form we need you to fill out completely, and Page 2 shows you how to do it.”

Done. He may have questions. It is only fair to be as adequately diplomatic as reasonable to listen and answer them. However, it is suggested that this should require no more than a few seconds. Then you repeat (with emphasis):

“Please, take this with you and fill it out, okay? Then you can bring it back around this time tomorrow with a MINIMUM of five (5) telephone numbers or email addresses from other residents you’ve recently done this sort of work for. Okay?”

Paperwork Requirements Not Optional

These ARE NOT suggested options. Reiteration: *System requirements are for the contractor to take it with him and to bring it back no sooner than the next day or at whatever time beyond the 24 hours you recommend.*

If the contractor attempts to return it earlier than what was previously agreed, you may want to take that as a red flag. The reason is that it shows a basic unwillingness on the part of the contractor to comply with your instructions or to keep his word as he agreed. This is undeniably in your field. It is your prerogative to decide if whether or not you can trust this person. However, it may not be to your advantage going any farther with this contractor since this shows a tendency towards *opportunism/doing things on a whim*.

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That is always a very dangerous demeanor in contracting. There are incidents when contractors walk off jobs as a result of senseless emotional outbursts. They needed the work and the rewards for their labor, but because of their irrational approach to common project-related or interpersonal challenges, they stormed off the job site.

Further, when considering the prospect of a resident accepting an incidence of an *individual contractor* breaking his word by attempting to return the form and residential references earlier than agreed, then this resident is compromising the effectiveness of the system. In other words, by condescending to or not recognizing this very subtle indication of a contractor’s apparent tendency for “not going according to plan,” this increases the probability for unknowingly considering someone who can just as easily not perform *consistent with project expectations*.

Key: *Do What You Say, Enforce What You Mean*

Stay Focus On the Process

In the event the contractor is by your estimation poised to attempting talking his way out of it, please, again, but more firmly, ask the contractor to take it with him and to return it to you at around the same time on the following day or at some later time (after 24 hours) which is most convenient. It is suggested that the follow up on the day after or farther out is during daylight hours, 2 hours before dusk at the latest.

Also it is important not be be sidetracked by the small talk. Stay focused on the business at hand. Ultimately, you may not want to debate the issue about the contractor taking the screening document with him to fill out elsewhere.

Consistent with this system, taking it with him and bringing it back at a time you suggest or agree to (AFTER 24 hours or more later) is recommended to be adopted as part of your *house rules* governing selection of contractors.

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Expect Contractor Reluctance Filling Out The Form

Please also take very special note of the fact if there is reticence or objection from the contractor about this, it is to be expected. Be reason to answer with tact and courtesy. The reason for the contractor’s hesitation (if any) is that this is something new. It defies tradition. It symbolizes *change*.

And, as you know, under certain conditions ,as far as human natures goes, we are *immensely against it*. This is a reason many of us never really do.

“Nothing WILL change unless YOU change!” **Jim Rohn**, famous motivational speaker

Evidently, this is within the context of approach. Time and again it is proven that our thinking or *how* we do it typically determines and regulates our approach to challenges. In light of this reality, our attitudes towards change are very important to if whether or not we are going to influence change in our lives. But, within the context of traditional practices to which many contractors have grown accustomed, when they are suddenly presented with your screening document, THIS IS NOT something they are familiar with. Primarily, this is the most likely reason the contractor you hand it to will be a bit *slow responding*.

But once you let him know that it is a screening document and that it is part of your home policy for contractors who expect to work anywhere on your property to fill it out, it should then be clear enough. You may allow a minute or two after that for a reasonable congenial exchange but then you may want to end the conversation and kindly send the contractor off to fill out the form and gather his residential reference information.

Home Safety First

When we remain focused on the reason for the screening document and the requirement for the contractor to take it with him to complete, you increase the probability for making things a lot safer for you and everyone else living in, on, and/or around your property. In the real world there are basically 2 kinds of contractors: *Productive* and *Detrimental*.

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You need to KNOW. This is not always as simple as seeing what the contractor looks like and hearing how he sounds. Many of the worst contractors typically neither look nor sound the part.

In most reported cases of contractor improprieties in home maintenance and improvement, it is evidenced that residents relied heavily on the visual and phonetic attributes of those contractors. They did not have or use an intact preventative system for *seeing and hearing whom and what they really were and what they were actually telling them*. This is why it is so imperative to have a foundational screening process which includes mandatory paperwork:

The screening document returned completely filled out and current residential references from private home heads for whom contractors claim to have done the same or similar work. Home Safety First!

Summary

Reminder - When you decide to incorporate this system into your “house rules,” it is suggested that you kindly emphasize that and diplomatically offer the ultimatum. No need to repeat yourself too often. When this is adopted as part of your “house rules,” it follows that it would be best to politely insist on the contractor respecting them or ask him to kindly leave your property. No profound apologies or explanations required. Please give the ultimatum, but in your own words:

“Please, take this with you. Fill it out. Bring it back tomorrow with five recent residential references you’ve done the same or similar work for, okay? Then we’ll talk about it.”

It is not recommended for positioning yourself to negotiate this issue. For the sake of yourself, your household, your home, your money, and your wholesome pride, this is NON-NEGOTIABLE.

If he expects professional consideration for your home project, then you may want it to be crucial that he agrees quickly thereafter to your “house rules” governing selection of contractors. Period.

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Looking Ahead To Step 2, Phase 2

In **Step 2, Phase 2**, “*Learning Parameters For Returned Paperwork*,” we are placing very special emphasis on when the “SERVICE VALIDATION FORM” is returned to you AFTER that 24-hour period or at some later time. Please pay very close attention to the process. And, keep in mind that your home project is a *business operation*.

It is a *business operation* within the total operational standards of your home. These are *comfort and convenience-based*. There are contractors who are *gung-ho* about doing the best they can for you in that regard, but then, there are those who are only concerned with stealing your trust and money to promote the comforts and conveniences of their own homes. Invariably, they are not there to do anything for you but to cause your living situation to be *uncomfortable and inconvenient*.

This is why it is very, very important to always be on the alert against becoming apologetic or feeling guilty in any way. You have *business* to run. But, you cannot do that when you start getting sympathetic about this. It is a *procedure*. And, as you know, procedures are not innately premised on *sympathy*. Instead, they are rooted in getting things done.

Succinctly, you may want your focus to be *more on getting things done and less on searching a contractor’s face or listening for sounds of his disapproval* about the situation! As a matter of fact, it is because dishonest contractors are such great actors that they are as equally *accomplished manipulators*. Please always bear that in mind.

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Leveraged Legal Forms: The only HGRBS-originated online home study which introduces and explains by means of legal facsimile, the purpose, use and impact of legal forms specifically used in contractor-related home maintenance and improvement.

<https://www.americanprivatehomefront-hgrbs.com/Leveraged-Legal-Forms-For-US-Homeowners.php>

Edited by D. Madden

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