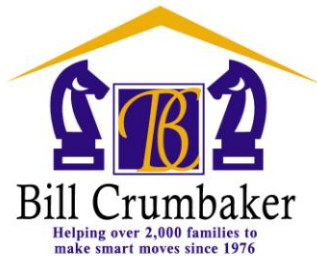


A MUST DO CHECK LIST WHEN HIRING A CONTRACTOR



Associate Broker

Accredited Luxury Home Specialist



➤ Call Bill a
206-953-2660
John L Scott
4735 NE 4th ST
Renton, WA. 98059
bcrumbaker@aol.com



Accredited Buyer Representative

By Bill Crumbaker•

Every day you hear horror stories about people hiring the contractor from hell. So I thought I would share with you a must do checklist I found on our John L Scott web site.

The Do's

- Do plan your project carefully.
- Do shop around before hiring a contractor.
- Do get at least three written bids on your project.
- Do provide all contractors with accurate plans or drawings that will enable them to determine the scope and cost of work when requesting bids.
- Do check with the Contractors State License Board to make sure the contractor is properly licensed, and to check the status and disciplinary history of the license.
- Do check out contractors with your local building department, trade

associations or unions, and the Better Business Bureau.

- Do look at work the contractor has completed.
- Do ask your contractor to furnish a completion or contract bond.
- Do consult with more than one lending institution regarding the type of loan to obtain.
- Do ask your lender to recommend a funding-control company.
- Do make sure your contract provides for a "retention," a percentage of each payment or of the total job, ordinarily 10 percent, which you retain until the job is completed.
- Do make sure everything you and your contractor have agreed to is included in your contract, and don't sign anything until you understand and agree with all terms.
- Do make sure you receive unconditional lien releases from subcontractors and material suppliers.
- Do make frequent inspections of the work, including a final walk-through.
- Do consult an attorney if a mechanics' lien is filed against your property.

In most professions

will impress your clients, and remind them that you are always working on their behalf. For example, how about sending your past clients 6 newsletters, 4 articles and 4 quarterly reports annually plus a calendar at Christmas. Sounds easy, but it is surprising how many agents do their marketing at the last minute or during calendar dead line week. Updated contact, not pressure, is what you are trying to achieve.

Design your program to include what you are going to send to each database. For instance, clients like to get market updates. They make people feel current and knowledgeable. Interesting articles from local and national publications are a thoughtful way to keep clients aware of you and the real estate market. Planning ahead

with sample letters, articles and ideas ensures that you don't have to be creative when you are stressed for time.

Running a program for each of these core databases will eliminate the ups and downs in your business. Systems and consistency are the keys to business success. Look how successful McDonald's is – they have a system that works, is predictable and consistent. People love consistency.

Stop working so hard and start working smart! Remind your clients that you are working for them. Design and implement your follow-up programs before you need them, and you will see a consistent and steady stream of income, eliminating the "lack of commission blues". A little work now goes a long way later!

The Lones Group Inc. is a Real Estate marketing, training and consulting company. They specialize in equipping Real Estate Agents, Managers and Brokers with the tools they need to be more effective in the Real Estate industry. The Lones Group Inc. also specializes in market research and determining the wants and needs of today's buyers and sellers. Denise Lones has been nationally recognized for her innovative marketing systems and Real Estate training programs.



Business Solutions • Coaching • Seminars •
Sales & Management Training Systems
2200 Cornwall Avenue, Bellingham, WA 98225
Phone: (360) 527-8904 Fax: (360) 527-8907
www.thelonesgroup.com

