

BEFORE YOU SIGN A ROOFING CONTRACT

The checklist to fill in for every contractor whose quote you compare, us included. Never go on the roof to check anything. Everything can be checked from the ground, on paper or online.

01 THE RBQ LICENCE

- ☐ Licence number and legal name of the business obtained
- ☐ Licence found in the public register of the Régie du bâtiment du Québec
- ☐ Name in the register identical to the one on the quote and contract
- ☐ Licence valid on the date of signing
- ☐ Roofing work included in what the licence allows

02 INSURANCE

- ☐ Proof of civil liability insurance received, in the name of the business
- ☐ Coverage period includes the dates of the work

03 THE VISIT

- ☐ The contractor examined the roof before pricing
- ☐ Flashing, drains and attic looked at, measurements and photos taken
- ☐ I know who will be on the roof and who to contact if there is a problem
- ☐ Addresses of roofs redone a few years ago obtained

04 THE WRITTEN QUOTE

- ☐ Roof area stated
- ☐ Full tear-off or overlay specified
- ☐ Exact product names, colour and layers installed
- ☐ Flashing, vents and drains replaced: which ones
- ☐ Unit price to replace damaged decking
- ☐ Taxes and exclusions in writing
- ☐ Three quotes that describe the same work

05 THE PERMIT AND THE BOROUGH

- ☐ Permit required or not in my borough: checked
- ☐ Flat roof: required roofing (white roof, SRI, green roof) checked
- ☐ Product data sheet, with its SRI, in hand
- ☐ I know who files the permit application
- ☐ Condominium: syndicate resolution obtained

06 THE CONTRACT

- ☐ Legal name, address and licence number of the business
- ☐ Work, materials and price taken from the quote
- ☐ No extra charge without my written consent
- ☐ Planned start date, duration and weather delays
- ☐ Deposit, instalments and when the balance is due
- ☐ Manufacturer warranty and workmanship warranty named
- ☐ Signed by both parties

07 PAYMENTS

- ☐ Nothing paid before the contract is signed
- ☐ Deposit small compared to the total
- ☐ Payment by a traceable method, with a receipt
- ☐ Instalments tied to stages I can see

08 BEFORE PAYING THE BALANCE

- ☐ Roof finished, seen in photos or with the person in charge
- ☐ Grounds cleaned up, dumpster removed or removal confirmed
- ☐ Extras billed match what I approved
- ☐ Detailed invoice received
- ☐ Written workmanship warranty: length, coverage, exclusions, claims
- ☐ Manufacturer warranty: certificate and registration

! WARNING SIGNS

- ☐ Door-to-door offer after a storm
- ☐ Pressure to sign the same day
- ☐ Price much lower, with no explanation
- ☐ Cash payment, no invoice
- ☐ Refusal to put the agreement in writing
- ☐ Business address impossible to verify