

# Sub-Contractor New Hire Checklist

(For hiring construction sub-contractors)

Subcontractor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Subcontractor Info

- \_\_\_ Subcontractor Info Sheet
- \_\_\_ Payment Terms & Agreement (if needed)
- \_\_\_ Completed W-9 (if Sub is an LLC, the tax status needs to be checked)
- \_\_\_ Background Check Waiver (if sub will be entering client residence)
- \_\_\_ Copy of Business License
- \_\_\_ Copy of valid L & I insurance
- \_\_\_ Copy of Bond
- \_\_\_ 'Additionally Insured' paperwork

## Suggestions for Organization:

Print out a checklist for each subcontractor. Check off each item as collected. Collect all the checklist items before subcontractor goes to their first job. Filing options are:

1. Make a separate file folder for each subcontractor with all the information in it. Have a designated section for subs in your filing cabinet so you can reference the info easily. OR...
2. Create a binder for your subcontractors and a tab for each sub. Use a three-hole punch and put all the info sheets on each sub in their tabbed section. Put the checklist with the info to ensure you have gathered all the info you need on each sub.