



Nevada State Contractors Board
NEWS RELEASE

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FOR IMMEDIATE RELEASE

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Homeowners are Advised to Keep a Paper Trail when Working with Contractors

The Nevada State Contractors Board advises homeowners to keep an organized file of important documents when having work done by contractors. Keeping records and receipts is an important step in making sure homeowner rights are protected.

Some of the documents that should be kept include:

- A signed contract and any change orders
- A list of all subcontractors and suppliers with contact information
- Plans and specifications
- Copies of building permits and inspections
- Cancelled checks and records of payments
- Record of work performed and time on the job
- Delivery receipts from suppliers for materials
- Lien releases from materials suppliers and subcontractors

The Contractors Board has a Job Management Kit that can help. It shows the list of documents that should be kept during and beyond the contractual period in case there are any questions about the work that was to be done, or if a complaint must be filed. The kit is also a file folder that can be easily identified and located.

To get a Job Management Kit, homeowners can call the Nevada State Contractors Board at (702) 486-1100 or (775) 688-1141. For more information that homeowners can use to protect their rights in working with contractors, visit www.nscb.state.nv.us.

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