

# CHECKLIST KEY CONTRACT PROVISIONS IN ASSOCIATION CONTRACTS



## Parties to the Contract

- Complete names and addresses

## Scope of Work

- Conform to applicable codes and manufacturer's specifications
- Clean up and restore common elements to prior condition
- Exact location where work will be performed
- Materials to be used

## Compensation

- Total amount to be paid
- When payments will be made
- Terms of payment
- Final payment should be large enough to be an incentive for the contractor to complete the work

## Time Period

- When work will begin
- When work must be completed

## Warranty

- What is covered
- For how long
- What will be done if work is defective

## Indemnification

- Require contractor to indemnify and hold harmless or reimburse association for any amount the association is required to pay because a claim was made against the association as a result of the contractor's work



# CHECKLIST KEY CONTRACT PROVISIONS IN ASSOCIATION CONTRACTS



## Insurance

- Contractor required to have all necessary insurance
- Require certificates of insurance before work begins

## Licenses and Permits

- Require contractor to have both before work begins

## Notices

- Specify where correspondence regarding the contract will be sent

## Termination

- Provision that allows association to get out of a contract

## Default

- What constitutes a default under the contract
- Each party's rights if the other defaults

