

10 WAYS TO PROTECT YOURSELF BEFORE HIRING A TRADESPERSON

Homeowner Rights & Project Protection Summary

A practical guide to helping homeowners reduce misunderstandings, avoid disputes, and improve the chances of a successful home improvement project.

Prepared by BeeContracts

Helping homeowners and tradespeople create clear agreements before work begins.

Whether you're planning a repair, renovation, extension, decorating project, or general maintenance work, taking a few simple precautions before work starts can save significant time, money, and stress later.

This guide highlights ten important steps every homeowner should consider before entering into an agreement with a tradesperson.

IMPORTANT

This guide is provided for general information only and is not legal advice. Consumer rights can vary depending on the circumstances of a project and how an agreement is entered into.

1. UNDERSTAND YOUR RIGHT TO CANCEL

In many circumstances, consumer protection legislation may provide you with a 14-day cooling-off period when contracts are agreed in your home, online, by telephone, or away from a trader's business premises.

Make sure you understand:

- Whether cancellation rights apply.
 - How long you have to cancel.
 - How to exercise those rights.
 - Whether you have agreed for work to start during the cooling-off period.
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2. KNOW THE DIFFERENCE BETWEEN A QUOTE AND AN ESTIMATE

QUOTE A fixed price for clearly defined work.

ESTIMATE An informed prediction of likely cost which may increase or decrease depending on circumstances.

Always clarify which applies to your project.

3. AGREE A CLEAR SCOPE OF WORK

Ensure the agreement identifies:

- What is included.
- What is excluded.
- Materials to be supplied.
- Responsibilities of each party.
- Start and completion expectations.

The clearer the scope, the lower the risk of disputes.

4. AGREE PAYMENT TERMS IN ADVANCE

Understand:

- Total project cost.
- Deposits.
- Stage payments.
- Final payment conditions.
- Accepted payment methods.

Never assume payment arrangements are understood.

5. RECORD CHANGES IN WRITING

If work changes after agreement:

- Describe the change.
- Record cost implications.
- Record time implications.
- Obtain agreement before proceeding.

Verbal agreements are easily forgotten.

6. KEEP IMPORTANT RECORDS

Retain copies of:

- Agreements.
- Quotes.
- Estimates.
- Emails.
- Text messages.
- Photos.
- Change requests.

Good records help protect everyone.

7. INSPECT WORK BEFORE FINAL PAYMENT

Before making final payment:

- Review completed work.
 - Identify outstanding items.
 - Record snagging issues.
 - Agree any necessary remedial work.
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8. UNDERSTAND WARRANTIES AND GUARANTEES

Ask:

- What workmanship warranty applies.
- What manufacturer guarantees apply.
- How claims should be made.
- How long protection lasts.

9. COMMUNICATE EARLY IF ISSUES ARISE

Many problems become disputes simply because concerns are raised too late.

Raise issues early.

Keep discussions professional.

Record agreed actions.

10. USE A CLEAR WRITTEN AGREEMENT

A clear agreement helps both parties understand:

- ✓ What work will be done.
- ✓ What it will cost.
- ✓ When it should be completed.
- ✓ How changes will be managed.
- ✓ What happens if problems arise.

Good agreements protect homeowners and tradespeople alike.

ABOUT BEECONTRACTS

BeeContracts helps homeowners and tradespeople create clear digital agreements before work begins.

Users can collaborate on project requirements, milestones, payment stages, responsibilities, and expectations to help reduce misunderstandings and increase confidence for both parties.

Need help creating your first agreement?

Ask about our Contract Setup Concierge service.

www.beecontracts.com