

Your logo

Your company name

ROOFING CONTRACT

Address _____
Phone _____
Email _____
License # / registration # _____

Contract # _____
Date _____

This template is a starting point. Have a lawyer in your state read your final contract.

1. PARTIES

Contractor

Name _____
Address _____
Phone _____
Email _____
License # / registration # _____
Job address _____

Customer

Name _____
Address _____
Phone _____
Email _____

2. SCOPE OF WORK

Fill in: what we will do, in plain words. Example: Tear off the old roof to the deck, replace bad decking, and install a new shingle roof on the house and the attached garage.

- ☐ Tear-off. Layers: _____
- ☐ Decking replacement. Included up to _____ sheets; extra at \$_____ per sheet
- ☐ Underlayment type: _____
- ☐ Ice and water shield locations: _____
- ☐ Drip edge
- ☐ Shingles. Brand: _____ Line: _____ Color: _____
- ☐ Ridge vent or other ventilation: _____
- ☐ Flashing: ☐ new ☐ reuse
- ☐ Pipe boots
- ☐ Cleanup and magnet sweep

What is not included:

3. MATERIALS

Materials are new and of the brand and grade listed. Substitutions only with your written OK.

4. PRICE AND PAYMENT

Contract price \$ _____

Deposit \$ _____ due on signing

Progress payment \$ _____ due when _____

Balance \$ _____ due on completion

Completion means the roof is installed, the site is cleaned, and the final inspection (if a permit requires one) is passed.

Some states cap the deposit. See the state notes.

5. HIDDEN DAMAGE AND CHANGES

If we find rotten decking or other hidden damage, we stop, show you, and price the extra work on a change order before we continue. No extra charge without your signature on a change order.

6. SCHEDULE

Start date _____ Estimated days _____

Roofing depends on weather. We will tell you of any delay.

7. PERMITS AND INSPECTIONS

The contractor gets the permits the job needs and schedules inspections.

8. INSURANCE

The contractor carries general liability and workers' compensation insurance and will give you certificates on request before work starts.

General liability insurer _____

Workers' compensation insurer _____

9. WARRANTY

Workmanship warranty: ____ years from completion, covering leaks caused by our installation. Manufacturer warranty on materials as registered. See the attached warranty certificate.

10. CLEANUP AND PROPERTY

- We remove debris from the site every day.
- We do a magnet sweep of the yard and driveway for nails.
- We protect the driveway from the dumpster and the delivery truck.
- Roofing work makes the house vibrate. Items on walls and shelves can shake and fall. The customer removes fragile items before work starts.

11. RIGHT TO CANCEL

You may cancel this contract within three business days of signing if we met you at your home. See the attached cancellation notice.

12. DISPUTES

Talk to us first. If we cannot agree, either party may use mediation before any court action.

Governing state _____

13. SIGNATURES

Contractor

Printed name _____ Signature _____ Date _____

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

Customer

Printed name _____ Signature _____ Date _____

Attachment A: Notice of Cancellation

Fill in: both copies before you give them to the customer: the date of the transaction, your company name and address, and the last day to cancel (not earlier than the third business day after the date of the transaction). The customer keeps both copies.

NOTICE OF CANCELLATION

(Date)

You may **CANCEL** this transaction, without any **Penalty or Obligation**, within **THREE BUSINESS DAYS** from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within **TEN BUSINESS DAYS** following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram, to _____ [Name of seller], at

[address of seller's place of business] **NOT LATER THAN**
MIDNIGHT OF _____ [date].

I HEREBY CANCEL THIS TRANSACTION.

(Date)

(Buyer's signature)

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NOTICE OF CANCELLATION

(Date)

You may **CANCEL** this transaction, without any **Penalty or Obligation**, within **THREE BUSINESS DAYS** from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within **TEN BUSINESS DAYS** following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram, to _____ [Name of seller], at

[address of seller's place of business] **NOT LATER THAN**
MIDNIGHT OF _____ [date].

I HEREBY CANCEL THIS TRANSACTION.

(Date)

(Buyer's signature)

Attachment B: State notes

These notes come from each state's own pages, read on the dates listed in our state guides. They are a prompt, not legal advice. Deposit caps, lien notices and contract disclosure rules exist in some states and change; ask your state board or a lawyer.

State	License rule	Put on the contract	Where the customer can check
Alabama	Alabama requires a state Residential Roofer license for roofing jobs over \$2,500.	Your state license number	Alabama HBLB Look Up a License [1]
Alaska	Alaska requires roofers to hold a state contractor registration, but there is no roofing exam.	Your state registration number	Alaska Professional License Search [2]
Arizona	Arizona requires a Registrar of Contractors license for roofing on a home.	Your state license number	Arizona ROC Contractor Search [3]
Arkansas	Arkansas requires a state Residential Roofer Registration for roofing jobs over \$2,000.	Your state registration number	Arkansas Contractors Licensing Board - Find a Licensed Contractor [4]
California	California requires a C-39 Roofing contractor license.	Your state license number	CSLB Check a License [5]
Colorado	Colorado has no state roofing license; cities and counties license roofers.	Your city or county license number, if your area requires one	No state license lookup.
Connecticut	Connecticut requires roofers to register as Home Improvement Contractors.	Your state registration number	Connecticut DCP eLicense Lookup [6]
Delaware	Delaware has no roofing license, but roofers must register with the state and hold a business license.	Your state registration number	Delaware Registered Construction Contractors [7]
District of Columbia	Washington, DC requires a Home Improvement Contractor license for roofing on a home.	Your state license number	DLCP SCOUT business license search [8]
Florida	Florida requires a state roofing contractor license.	Your state license number	DBPR Verify a Licensee [9]
Georgia	Georgia does not license roofing-only contractors at the state level.	No state license. Add any city registration number.	Georgia Secretary of State License Verification [10]
Hawaii	Hawaii requires a C-42 Roofing contractor license.	Your state license number	DCCA Professional and Vocational Licensing search [11]
Idaho	Idaho requires roofers to register with the state Contractors Board; there is no exam.	Your state registration number	Idaho DOPL Search for a Registration [12]
Illinois	Illinois requires a state roofing contractor license.	Your state license number	IDFPR License Lookup [13]
Indiana	Indiana has no state roofing license; cities and counties license roofers.	Your city or county license number, if your area requires one	No state license lookup.
Iowa	Iowa registers contractors; it does not license roofers.	Your state registration number	Iowa DIAL contractor registration search [14]
Kansas	Kansas requires roofing contractors to register with the Attorney General.	Your state registration number	Kansas Attorney General Roofing Registration Directory [15]
Kentucky	Kentucky has no state roofing license; some cities license contractors.	Your city or county license number, if your area requires one	No state license lookup.
Louisiana	Louisiana requires a state license for residential roofing jobs of \$7,500 or more.	Your state license number	LSLBC Contractor Search [16]
Maine	Maine has no state roofing license.	No state license. Add any city registration number.	No state license lookup.
Maryland	Maryland requires a Home Improvement Commission (MHIC) license for home roofing.	Your state license number	MHIC License Search [17]
Massachusetts	Massachusetts requires HIC registration and a Construction Supervisor License for home roofing.	Your state license number	Check a Home Improvement Contractor (HIC) registration [18]
Michigan	Michigan requires a state Maintenance and Alteration Contractor or Residential Builder license for roofing.	Your state license number	LARA License Verification [19]
Minnesota	Minnesota requires a state residential roofer license.	Your state license number	Minnesota DLI License Lookup [20]

This template is a starting point. Have a lawyer in your state read your final contract.

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State	License rule	Put on the contract	Where the customer can check
Mississippi	Mississippi requires a state license for home roofing jobs over \$10,000.	Your state license number	MSBOC Contractor Search [21]
Missouri	Missouri has no state roofing license; cities and counties license contractors.	Your city or county license number, if your area requires one	No state license lookup.
Montana	Montana requires a state Construction Contractor License, but it has no exam.	Your state license number	Montana DLI Licensee Lookup System [22]
Nebraska	Nebraska requires contractor registration with the state, not a roofing license.	Your state registration number	Nebraska Department of Labor Contractor Registration Search [23]
Nevada	Nevada requires a state contractor license for roofing work.	Your state license number	Nevada State Contractors Board License Search [24]
New Hampshire	New Hampshire has no state roofing or general contractor license.	No state license. Add any city registration number.	No state license lookup.
New Jersey	New Jersey requires Home Improvement Contractor Business registration with the state.	Your state registration number	NJ Division of Consumer Affairs License Verification System [25]
New Mexico	New Mexico requires a state contractor license for roofing work.	Your state license number	New Mexico RLD Verify a License [26]
New York	New York has no state roofing license; some cities and counties license home improvement contractors.	Your city or county license number, if your area requires one	NYC DCWP License Search (New York City only) [27]
North Carolina	North Carolina requires a state general contractor license for roofing jobs of \$40,000 or more.	Your state license number	NCLBGC License Search [28]
North Dakota	North Dakota requires a state contractor license for jobs over \$4,000.	Your state license number	North Dakota FirstStop Contractor Search [29]
Ohio	Ohio has no state roofing license; many cities and counties register or license contractors.	Your city or county license number, if your area requires one	No state license lookup.
Oklahoma	Oklahoma requires roofing contractors to register with the state.	Your state registration number	Oklahoma CIB Registered Roofing Contractor Search [30]
Oregon	Oregon requires a state Construction Contractors Board license for roofing work.	Your state license number	Oregon CCB License Search [31]
Pennsylvania	Pennsylvania requires Home Improvement Contractor registration with the Attorney General.	Your state registration number	Pennsylvania Attorney General HIC Search [32]
Rhode Island	Rhode Island registers residential roofers and licenses only commercial roofers.	Your state registration number	CRLB Search for a General Contractor [33]
South Carolina	South Carolina registers residential roofers; it does not license them.	Your state registration number	SC LLR License Lookup (Residential Builders) [34]
South Dakota	South Dakota has no state roofing license; some cities license roofers.	Your city or county license number, if your area requires one	No state license lookup.
Tennessee	Tennessee requires a state contractor license for roofing jobs of \$25,000 or more.	Your state license number	TDCI Verify a License [35]
Texas	Texas has no state roofing license.	No state license. Add any city registration number.	No state license lookup.
Utah	Utah requires a state contractor license for most roofing work.	Your state license number	Utah DOPL License Verification [36]
Vermont	Vermont registers residential contractors for jobs of \$10,000 or more.	Your state registration number	Vermont OPR Find a Professional [37]
Virginia	Virginia requires a DPOR contractor license for roofing jobs over \$1,000.	Your state license number	DPOR License Lookup [38]
Washington	Washington registers roofing contractors with L&I; it does not license them.	Your state registration number	L&I Verify a Contractor [39]
West Virginia	West Virginia requires a state contractor license for residential jobs of \$5,000 or more.	Your state license number	WV Contractor Licensing Board Contractor Search [40]

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State	License rule	Put on the contract	Where the customer can check
Wisconsin	Wisconsin requires a state Dwelling Contractor certification to pull a reroof permit on a home.	Your state license number	Wisconsin DSPS License Lookup [41]
Wyoming	Wyoming has no state roofing license; some cities license roofers.	Your city or county license number, if your area requires one	No state license lookup.

Links for the last column

- [1] <https://alhobv7prod.glsuite.us/GLSuiteWeb/Clients/ALHOB/Public/LicenseeSearch.aspx>
- [2] <https://www.commerce.alaska.gov/cbp/main/search/professional>
- [3] <https://azroc.my.site.com/AZRoc/s/contractor-search>
- [4] <https://labor.arkansas.gov/licensing/arkansas-contractors-licensing-board/find-a-licensed-contractor/>
- [5] <https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>
- [6] <https://portal.ct.gov/dcp/license-services-division/license-division/verify-a-license-permit-or-registration>
- [7] <https://contractorregistry.delaware.gov/>
- [8] <https://scout.dkra.dc.gov/>
- [9] <https://www.myfloridalicense.com/portalsearches/VerifyLicensee>
- [10] <https://verify.sos.ga.gov/verification/>
- [11] <https://mypvl.dcca.hawaii.gov/public-license-search/>
- [12] <https://edopl.idaho.gov/OnlineServices/?link=PubSearch>
- [13] <https://online-dfpr.micropact.com/lookup/licenselookup.aspx>
- [14] <https://dial.iowa.gov/licenses/building/contractors>
- [15] <https://www.ag.ks.gov/divisions/public-protection/resources/roofing-registration-directory>
- [16] <https://islbc.gov/contractor-search/>
- [17] https://www.dllr.state.md.us/cgi-bin/ElectronicLicensing/OP_search/OP_search.cgi?calling_app=HIC::HIC_qselect
- [18] <https://www.mass.gov/how-to/check-a-home-improvement-contractor-hic-registration>
- [19] <https://aca-prod.accela.com/MILARA/Default.aspx>
- [20] <https://secure.doli.state.mn.us/lookup/licensing.aspx>
- [21] <https://search.msbo.us/>
- [22] <https://ebizws.mt.gov/PUBLICPORTAL/searchform?mylist=licenses>
- [23] <https://dol.nebraska.gov/conreg/Search>
- [24] <https://app.nvcontractorsboard.com/Clients/NVSCB/Public/ContractorLicenseSearch/ContractorLicenseSearch.aspx>
- [25] <https://newjersey.mylicense.com/verification/>
- [26] <https://www.rld.nm.gov/about-us/public-information-hub/verify-a-license/>
- [27] <https://a866-dcwpbp.nyc.gov/search>
- [28] <https://portal.nclbgc.org/Public/Search>
- [29] <https://firststop.sos.nd.gov/search/contractor>
- [30] <https://verify.cib.hbesystems.com/roofing/search>
- [31] <https://search.ccb.state.or.us/search/>
- [32] <https://hicsearch.attorneygeneral.gov/>
- [33] <https://crb.ri.gov/>
- [34] <https://verify.llronline.com/LicLookup/Resbu/Resbu.aspx?div=46>
- [35] <https://verify.tn.gov/>
- [36] <https://secure.utah.gov/llv/search/index.html>
- [37] <https://sos.vermont.gov/opr/find-a-professional/>
- [38] <https://www.dpor.virginia.gov/LicenseLookup>
- [39] <https://secure.lni.wa.gov/verify/>
- [40] <https://wvclboard.wv.gov/verify/>
- [41] <https://license.wi.gov/s/license-lookup>