Renovation contract checklist

This is a checklist with blank fields, for general information. It is not a ready-made contract.

Parties to the contract

Customer (name, personal or ID number, phone)

Crew or company (name, personal or ID number, phone)

Flat address

Works and estimate. Attach the estimate, with units and quantities, as a separate annex.

Materials. State who buys each material, and its brand or class.

How the price is set. Write the unit price times the quantity, or the total sum.

Extra work. Agree it only in a written annex that states its price, before the work starts.

Payment schedule by stage

Stage	What must be finished	Amount to pay	Payment date	Signatures

Start and finish dates

Penalty for delay. It applies only as a written agreement.

Debris removal and cleaning. State who does it and who pays.

Warranty period. State the day it starts from.

Damage to neighbours and common areas. State which party pays for any damage.

Photos of hidden work. Take them before the walls are closed.

Acceptance act

Stage or whole job

Date of acceptance

Work completed

Defects found

Fix by (date)

Signatures of both parties