

# Understanding your roof repair contract

To avoid problems or misunderstandings with the contractor, it's important to go over your roof repair contract in detail. That way, you'll be able to make an informed decision about whether to sign it.

## CORRECTIVE MEASURES TO THE DECKING

Standard practice is to include repairs for an area of 32 ft<sup>2</sup> at no extra charge and provide an estimate of additional costs.

Repairs included for an area of \_\_\_\_\_ ft<sup>2</sup>

For all additional repairs, either price per ft<sup>2</sup> or a specific package:

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## CORRECTIVE MEASURES TO BE MADE TO ATTIC INSULATION AND VENTILATION

Ideally, attic ventilation and insulation should be checked by a building expert. However, a roofer who has the necessary expertise may agree to do so.

### Insulation and ventilation in the attic checked

By the owner    By the roofer    By the building expert

Required corrective measures, if any:

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## REMOVAL AND REPLACEMENT OF EQUIPMENT AND OTHER FITTINGS

You may have one or more antennas, satellite dishes or other devices on your roof. If so, find out whether their removal and replacement will be included in the contract.

Description and location of devices attached to the roof:

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### Removal and replacement to be done

By the owner    By the roofer (charges included in the contract)

## CONTACT INFO, LICENCES, PERMITS AND INSURANCE

Name and address of customer:

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Name and address of company:

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RBQ (Régie du bâtiment du Québec) licence no.:

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**Reminder** – Check that the licence is still valid, which is legally required, by calling the RBQ or visiting its [website](#).

OPC (Office de la protection du consommateur) itinerant merchant no.:

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**Reminder** – Check with an OPC regional office or on the [OPC website](#) to see whether the licence is still valid.

GST no.: \_\_\_\_\_

QST no.: \_\_\_\_\_

### Liability insurance

Name of company: \_\_\_\_\_

Policy no.: \_\_\_\_\_

Coverage amount: \_\_\_\_\_

CNESST (Commission des normes, de l'équité, de la santé et de la sécurité du travail) registration no.:

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CCQ (Commission de la construction du Québec) registration no., if necessary:

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## MATERIALS AND INSTALLATION WORK

Protection of the premises (flowers, plants, bushes)     Regular clean-up



**Reminder** – Use of a magnetic broom is recommended to pick up nails and other metal debris around the house. Specify this in your contract, especially if you have young children and/or pets.

Removal of the existing roof covering     Transportation of debris

Recycling of removed shingles:  Yes     No     Other materials: \_\_\_\_\_

### Eaves protection

Type of membrane: \_\_\_\_\_ installed over an area of: \_\_\_\_\_

Installation of metal drip edges:  Yes (colour)     No

### Underlay on the remaining surface of the roof

15-lb asphalt felt paper     Synthetic underlay

### Flashing

Protection of valleys:  Open     Closed

Including installation of a  membrane     and sheeting

Flashing at the base of the chimney and/or the walls

Saddle at the upper base of the chimney

Flashing around plumbing vents

Other flashing (specify): \_\_\_\_\_

### Shingles

Brand, model and colour of shingles: \_\_\_\_\_

Type of installation:

Resistance to normal winds     Resistance to strong winds    Speed: \_\_\_\_\_ km/h

### Roof vents

Reinstallation of existing vents     Replacement of existing vents (brand, model, colour)

Addition of extra vents:

\_\_\_\_\_

## WARRANTIES AND TERMS OF PAYMENT

Shingle manufacturer warranty: \_\_\_\_\_

Vent manufacturer warranty: \_\_\_\_\_

Roofing contractor's warranty (for installation): \_\_\_\_\_

Scheduled installation date: \_\_\_\_\_

Total cost of work: \$ \_\_\_\_\_

Terms of payment (schedule, payments, etc.):  
\_\_\_\_\_

## OBTAINING A RENOVATION PERMIT

Many municipalities require a permit to carry out roof repairs. Check with your city's planning department to see whether you need such a permit. The contractor must comply with the municipal regulations, if applicable.

Person responsible for making the request:  Owner  Contractor

Cost of permit to be paid by:  Owner  Contractor (included in the cost)

## REFERENCES (OPTIONAL)

Contractor's professional affiliations (e.g., Association de la construction du Québec):  
\_\_\_\_\_

Rofer certified by the manufacturer (e.g., BP, Certainteed, GAF, IKO):  
\_\_\_\_\_

References from recent customers:  
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\_\_\_\_\_  
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## WARRANTIES INCLUDED IN THE CONTRACT

The homeowner should normally receive warranties from both the manufacturer and the roofer. The former is responsible for any defects in the design of the shingles that result in water infiltration. The latter undertakes to repair, at their expense, any damage resulting from faulty installation work.