**CONSTRUCTION BUDGET CHECKLIST**

* Is budget too aggressive
* Was research done on cost of similar construction jobs
* Are there substantial contingencies
* Is there an allowance for sales, occupational, property taxes included
* Was a standard acceptance form used to avoid errors in misunderstanding and fine print
* Did you include a schedule
* Did you proactively call subcontractors to determine which items have lead times and need to be pre-ordered (i.e. appliances, fixtures, doors, countertops)
* Did you meet subcontractors at site to explain and point out exactly what you want (do not communicate scope of work over phone)
* Did you get multiple bids
* Did you ask each subcontractor exactly what would be included in there scope of work
* Did you ask subcontractor if there were additional items that needed to be done after their work to achieve a “finished product”
* Did you approach financing early to avoid cash flow issues
* Are expense categories exhaustive and do they match the building plans
* Were you aggressive in finding subcontractors that are freelance or do not have huge overhead costs