





George Latimer County Executive

Department of Consumer Protection

John P. Gaccione Acting Director and County Sealer THE FOLLOWING IS A BRIEF SUMMARY OF IMPORTANT REQUIREMENTS RELATED TO HOME IMPROVEMENT CONTRACTORS. IT SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR A CONTRACTOR'S RESPONSIBILITY TO BE FAMILIAR WITH ALL APPLICABLE LEGAL REQUIREMENTS.

- 1) All contracts must contain the complete exact legal name, address and telephone number of the licensee.
- 2) The licensee must provide the home improvement contractor's license number in all advertisements, and on all contracts, invoices, proposals and stationery.
- 3) Any home improvement contract, including change orders and amendments, must be in writing and signed by all parties to the agreement(s).
- 4) All contracts must contain a date to commence work and a date to complete work under the home improvement contract.
- 5) All contracts must state in writing the consumer may cancel the contract at any time prior to midnight of the third business day after the contract is signed.
- 6) All contracts must contain the Lien Notification as required by New York State General Business Law.
- 7) All deposits taken in anticipation of doing work under a home improvement contract shall be deposited in a designated escrow account.
- 8) This office must be notified in writing of any change in business status, name or address, change in applicant's home address and/or change in personnel within ten days of the change.
- 9) The Environmental Protection Agency requires any contractor performing renovation, repair and/or painting projects that disturb lead-based paint in homes built before 1978 must be certified and must follow lead-safe work practices to prevent lead contamination. For additional information, contact the EPA at 1-800-424-lead (5323).
- 10) Bumper stickers must be displayed on driver's side, rear bumper of the vehicle.
- 11) For any business engaging in landscape and/or gardening work: All motor vehicles used for business purposes must display the name and address of the company on both sides of the vehicle.
- 12) For any business engaging in landscape and/or gardening work: You must comply with the regulations concerning the use and application of lawn fertilizer as specified in New York State Law.
- 13) All leaf blowers used in the course of business must meet EPA Phase 2, 2007 exhaust emission standards.
- 14) If this company arranges or facilitates financing of home improvement contracts, you must present the consumer with a copy of the "Consumer's Bill of Rights" and Payment Disclosure Form. Copies of the signed disclosure form and contract must be forwarded to this office within five business days. Disclosure Forms and "Consumer's Bill of Rights" are available from this office.
- 15) All contracts must also be in compliance with any additional regulations and requirements set forth in the New York State General Business Law and all other applicable New York State Laws.
- 16) Failure to comply with any of these instructions is a violation of the laws of Westchester County and/or New York State and may result in legal action being taken.

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