[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Roofing contract

Contract # _____

Date _____

Before you use this contract

This template is a starting point, not legal advice. Many states set rules for home improvement and roofing contracts, such as a notice of the owner's right to cancel, your license or registration number, limits on deposits, and rules for work paid through an insurance claim. Rules vary by state and change over time. Check your state's rules at echops.com/licensing and have a local attorney review this contract before you use it.

1. The parties

Contractor _____ License # _____

Address _____ Phone / email _____

Owner name(s) _____ Phone / email _____

Owner address _____

Property address _____

In this contract, "Contractor" means the company named above and "Owner" means the property owner(s) named above.

2. The roof

Roof sections _____

Roof area (squares) _____ Pitch _____

Existing layers _____ Stories _____

One square is 100 square feet of roof surface. Contractor takes the measurements.

3. Scope of work

☐ **Tear-off:** remove all existing roofing down to the deck (_____ layers) and haul it away

☐ **Overlay:** install over one existing layer, only where the building code and the manufacturer allow it

The work includes:

☐ Inspect the deck after tear-off

☐ Ice and water barrier at _____

☐ Starter strip at eaves and rakes

☐ Step and wall flashing replaced

☐ Valleys: _____

☐ Skylight flashing (_____ skylights)

☐ Drip edge at eaves and rakes

☐ Underlayment on the rest of the deck

☐ New pipe boots and vent flashing

☐ Chimney flashing: _____

☐ Ridge cap

☐ Other: _____

Not included unless listed above: gutters, siding, soffit or fascia repair, solar panel or satellite dish removal

4. Decking

Contractor can't fully see the deck (the sheathing under the roofing) until the old roofing is off. The Contract Price includes replacing up to _____ sheets of damaged or rotted decking. Contractor will replace any more damaged decking with _____ at $ _____ per 4 × 8 sheet, and will show Owner the damaged areas, or photograph them, before covering them. The extra sheets are added to the final invoice. Damaged rafters, fascia or other framing are not decking and are repaired only by signed change order.

5. Materials and color

ITEM	MANUFACTURER AND PRODUCT	COLOR / TYPE
Shingles or roofing		
Underlayment		
Ice and water barrier		
Drip edge		
Ventilation		
Ridge cap		
Flashing metal		

Owner approves the color above. Colors in samples and photos can look different on the roof. A color change after materials are ordered may cost extra and delay the start.

6. Ventilation

Contractor will install the attic ventilation checked below, sized for the attic and to the manufacturer's installation instructions:

☐ Ridge vent ☐ Box or static vents ☐ Power vent ☐ Soffit intake vents ☐ Keep existing vents

7. Permits and inspections

Building permit obtained by: ☐ Contractor ☐ Owner ☐ Not required

Permit fees are: ☐ Included in the Contract Price ☐ Paid by Owner separately

The party that obtains the permit schedules the required inspections.

8. Price and payment schedule

Owner will pay Contractor $ _____ (the "Contract Price") for the work, plus any extra decking at the sheet price in section 4 and any signed change orders.

PAYMENT	DUE WHEN	AMOUNT
Deposit	At signing	
Progress payment	When materials are delivered	
Final payment	When the work is complete and the site is cleaned up	

Payments are due within _____ days of each milestone. Accepted payment methods: _____.

Some states limit how large a deposit can be before work starts, or how it must be handled. Check your state's rules before you fill in this schedule.

9. Insurance claim work

Is any of this work being paid through Owner's insurance claim? ☐ No

☐ Yes. Insurer: _____ Claim #: _____

If yes: Owner deals with the insurance company and stays responsible for paying the Contract Price, including any deductible. Contractor may give Owner its estimate, measurements and photos to share with the insurer. Contractor does not act as Owner's adjuster. Work the insurer approves later that is not in this contract is added only by signed change order.

Some states have their own rules for roofing work paid through an insurance claim, such as rules on deductibles and rebates, on who may deal with the insurer for the owner, and on canceling if the claim is denied. Have your attorney adjust this section for your state.

10. Schedule and weather

Estimated start _____ Estimated days on site _____

Roofing can't be installed safely, or to the manufacturer's instructions, in rain, high wind, ice or temperatures below the product's limits. Contractor may move the start or stop work for weather, and the schedule extends by the days lost. If work stops with the roof open, Contractor will cover the exposed areas with temporary protection until work resumes. Material shortages, permit or inspection delays and Owner changes also extend the schedule.

11. Property protection and cleanup

Contractor will protect landscaping, windows, decks, A/C units and other items next to the house with tarps or plywood where practical, and will place the dumpster or trailer at _____. Contractor will remove all roofing debris, clear roofing debris from the gutters, and run a magnetic sweeper over the driveway, walkways, lawn and beds around the house at the end of each workday and again at completion.

12. Owner's part

- Move vehicles away from the drop zone, and patio furniture and grills away from the house.
- Take down wall hangings and fragile items on walls under the roof. Hammering can shake them loose.
- Cover or move things stored in the attic. Dust and small debris can fall through, and roofing nails will show through the deck into an open attic.
- Give access to an outside power outlet and the work area during working hours of _____.
- Keep children and pets away from the work area and the drop zone.

13. Hidden conditions and change orders

If Contractor finds conditions it could not see before work began, beyond the decking covered in section 4, such as rotted rafters or fascia, damaged chimney masonry or a code requirement, Contractor will tell Owner and propose a written change order before going further. Any change to the work, the Contract Price or the schedule needs a written change order signed by both parties before the changed work starts.

14. Warranties

Manufacturer's warranty. The roofing materials carry the manufacturer's warranty, which comes from the manufacturer, not from Contractor. The manufacturer sets its terms, its length and any registration rules. Contractor will give Owner the warranty papers, and the warranty will be registered by _____.

Workmanship warranty. Contractor warrants its installation against leaks and defects caused by its workmanship for _____ years from the completion date, and will repair covered problems at no cost to Owner. It does not cover damage from storms, hail or wind beyond the product's rating, falling limbs, foot traffic, work on the roof by others (such as satellite, solar or HVAC installers), or parts of the roof this contract doesn't cover. To make a claim, contact Contractor in writing at _____. Contractor will inspect within _____ days.

15. Contractor's insurance

Liability insurer _____ Policy # _____

Workers' comp insurer _____ Policy # _____

Contractor will keep this insurance in force during the work and give Owner a certificate of insurance on request.

16. Right to cancel and required notices

Owner may have the right to cancel this contract within a set time after signing under federal or state law, for example when it is signed at Owner's home. Contractor will give Owner every notice the law requires, filled in, with a copy of this contract. Notices attached:

For example a notice of the right to cancel, a lien notice, or an insurance claim notice your state requires

17. Disputes

How disputes will be handled, for example direct talks, then mediation, then arbitration or court in a named county and state. Have your attorney write this section.

18. Entire agreement

This contract and anything attached to it are the whole agreement between Owner and Contractor. Any change must be in writing and signed by both. If any part of this contract is found unenforceable, the rest stays in effect. By signing, Owner confirms receiving a completed copy of this contract.

Owner	**Co-owner (if any)**	**Contractor**
Signature	Signature	Signature
Printed name and title / Date	Printed name and title / Date	Printed name and title / Date