LoftCompare

Loft conversion company comparison checklist

A printable companion for shortlisting firms, checking evidence and comparing written quotations.

Project address		**Review date**	
Conversion type		**Target start**	

Six steps before appointment

1. Identify suitable firms with relevant loft experience.
2. Check comparable work, availability and project capacity.
3. Issue the same defined design and scope information.
4. Obtain three detailed written quotations where practical.
5. Verify preferred candidates and compare total payable scope.
6. Agree responsibilities, payments and variations in writing.

Early enquiry or detailed quote? Before drawings exist, ask about feasibility, services and indicative budgets. Compare construction quotations only after the design, scope and finish level are sufficiently defined.

Editorial review: 13 November 2026. Read the accessible online checklist and current guidance at loftcompare.co.uk/how-to-choose-loft-conversion-company.

1 Shortlist and verify

Use recent comparable work and verifiable documents. Reviews alone cannot confirm who accepts responsibility or receives payment.

Candidate	Company 1	Company 2	Company 3
Trading name			
Legal name / status			
Contact person			
Similar recent project			
Reference contacted			
Site management			
Availability			
Indicative / quoted total			

Evidence checks

- [ ] Recent project matches the property and roof type
- [ ] Project records support construction-stage photographs
- [ ] Company status and filing information checked where applicable
- [ ] Different names have a documented business connection
- [ ] Current insurance covers the proposed activities and dates
- [ ] Professional indemnity checked where design is supplied
- [ ] Memberships and specialist registrations verified directly
- [ ] Recent customer discussed costs, delays and snagging
- [ ] Changed bank details independently verified
- [ ] Design, approval and inspection responsibilities identified

Reference notes and unresolved evidence

2 Interview each company

Print one copy per candidate. Ask the same questions and record the document, example or named person supporting each answer.

Company name _____ **Interview date** _____

Representative _____ **Homeowner contact** _____

Ask the company	Ask to see or confirm	Notes
Which recent conversion is most like ours?	Plans, records and customer reference	
What proved difficult on that project?	Specific problem and resolution	
Who accepts contractual responsibility?	Correct legal business details	
Who manages the site and contacts us?	Named lead or documented team	
Who works on site?	Employees, subcontractors and supervision	
Who provides drawings and calculations?	Written design responsibility	
Who handles approvals and inspections?	Submission, inspection and evidence duties	
Who holds each dutyholder role?	CDM and Building Regulations roles identified	
How will occupied-home safety be managed?	Access, protection, welfare and site security	
What is excluded?	Written exclusion schedule	
Which prices are allowances?	Values and adjustment process	
How are planned changes approved?	Example written variation	
How is urgent safety work recorded?	Prompt notice, reasons, costs and evidence	
What triggers payment and handover?	Milestones, certificates and defects contact	

A subcontractor counts as a contractor under CDM. One homeowner contract can still involve several contractors on the project.

3 Compare written quotations

Issue the same sufficiently defined scope. Resolve unknowns before comparing the total amount payable.

Quote item	Company 1	Company 2	Company 3
Quotation or estimate / validity			
Survey, design and drawings			
Structural calculations			
Planning permission work			
Permitted development check			
Lawful development certificate			
Building Regulations design			
Building Control fees / inspections			
Party-wall services			
Scaffolding / hire period			
Temporary roof / weather protection			
Additional scaffold hire			
Steelwork / floor / roof alterations			
Windows / rooflights / cladding			
Staircase / balustrades / making good			
Insulation / fire protection			
Plumbing / heating / electrics			
Bathroom installation / fittings			
Plastering / joinery / decoration / floor			
House protection / access / security			
Programme / handover / warranties			
Cancellation and deposit terms			
VAT and total payable			

Use I for included, A for allowance, E for excluded, ? for not stated and N/A for not applicable. Explain every N/A and resolve each unknown in writing.

Allowances, exclusions and quotation follow-ups

4 Review concerns and decide

Tick concerns identified, then record how each was resolved. A concern requires clarification but does not prove wrongdoing.

Warning signs to resolve

- [ ] Different names lack a documented connection
- [ ] Payment goes to an unrelated or unverified account
- [ ] Cash-only or unrecorded payment encouraged
- [ ] No written project specification
- [ ] No comparable recent work or references
- [ ] Insurance or memberships cannot be verified
- [ ] No clear site management or homeowner contact
- [ ] Important promises remain outside the written offer
- [ ] Broad allowances dominate the quotation
- [ ] Fixed price permits unclear adjustments
- [ ] Unusually low total lacks an explanation
- [ ] Work starts before approvals become clear
- [ ] Programme conflicts with other projects
- [ ] No written variation or emergency-work process
- [ ] Commercial guarantee terms remain unclear
- [ ] Pressure to decide or pay immediately
- [ ] Repeated missed calls, visits or promises

How identified concerns were resolved

Decision record

Decision area	Company 1	Company 2	Company 3
Comparable experience			
Evidence supplied			
Recent references			
Scope completeness			
Quotation clarity			
Management arrangements			
Communication			
Contract terms			
Unresolved risks			
Total including VAT			

Use scores cautiously and keep unresolved concerns visible. A low price does not remove unclear scope or unresolved risk.

5 Formalise the appointment

Include the promises and specifications you relied upon. Record any agreed changes clearly before accepting the final offer.

Contract scope

- [ ] Legal parties and authority to contract
- [ ] Drawings, specifications and relied-on promises
- [ ] Design and structural calculations
- [ ] Planning and lawful development responsibilities
- [ ] Building Regulations and inspection duties
- [ ] CDM and Building Regulations dutyholder roles
- [ ] Site manager and homeowner contact
- [ ] Existing-property protection and site security
- [ ] Temporary weather protection
- [ ] Neighbour and shared-access arrangements
- [ ] Waste removal and construction damage
- [ ] Start date, programme and delays
- [ ] Stage payments and traceable invoices
- [ ] Variations and urgent safety work
- [ ] Snagging and defect responsibilities
- [ ] Commercial warranties and guarantees

Cancellation and payments

- [ ] Applicable cancellation information received
- [ ] Early-start consequences understood
- [ ] Deposit purpose and amount recorded
- [ ] Deposit refund and retention terms checked
- [ ] Cancellation charges explained
- [ ] Stages tied to identifiable work
- [ ] Changed bank details independently verified
- [ ] Dispute procedure identified

Handover documents where applicable

- [ ] Building Control completion document
- [ ] Electrical or gas certificates
- [ ] Window, rooflight or product documents
- [ ] Structural and design information
- [ ] Commercial warranties and guarantees
- [ ] Operating instructions
- [ ] Final drawings where included
- [ ] Snagging record and defects contact

Final conditions before accepting the offer or paying a deposit

Preferred company _____ **Decision date** _____

Contract checked _____ **Deposit due** _____

Commercial guarantees supplement consumer rights. Product documents do not replace Building Control evidence. Keep this checklist with the contract and payment records.

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