



Client-Architect Checklist

The purpose of this checklist is to help clients to have a thorough understanding of the architect’s services for their project. To prevent miscommunication, it is recommended that clients and architects check off pertinent items together, initial and date this form, and save it in their files.

I. Contracts

The architect is using the following type of contract:

- An AIA contract (specify contract name or number)
- A letter of agreement
- An oral agreement (**not recommended**).

Yes No The architect has given us a copy of the contract and emphasized the absolute need for us to read the document to make sure that we understand both its details and its spirit.

Yes No The architect sat down and reviewed the contract with us, answering questions to make sure that we understood it and its implications.

Yes No The architect pointed out that the American Institute of Architects advises that users of contracts have them reviewed by their attorneys.

II. Architect Fees

Yes No The architect explained to us that there are various ways in which architects may charge for their services.

- The architect is charging us \$..... for this project.
- This fee is based on.....

Yes No We understand that the fee may change if we change our design program, expand our project, or simply ask for additional design solutions.

Yes No The architect will notify us of any changes in the fee in a timely fashion.

Yes No Should we come to such a disagreement that we want to terminate the architect’s services we are aware that we will have to pay the architect for work performed to date, for work that is in progress, and a percentage of the profit that the architect will lose by not continuing the project. This is called “cost of termination”, or “termination costs.”

III. Project Costs

Yes No While only a contractor can give a firm price for the project, the architect has used the following on which to base project costs:

- A budgeted cost of \$.....per square foot.
- A total construction budget of \$.....

Yes No The architect also told us this figure can deviate up or down substantially, especially in the early stages of design.

IV. Client Budget

Yes No We told the architect that our budget, which includes the construction costs and the architect’s fees is limited to \$.....

But we also told the architect that our budget is:

- Locked in and cannot be changed
- Is flexible and could go up to \$.....
- Is very flexible and that we would keep the architect apprised as the project progresses.

(Initial) Client _____ Architect _____ Date _____

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