

Charlotte County Community Development Department Building Construction Services Contractor Licensing Division

18400 Murdock Circle, Port Charlotte, FL 33948 Phone: (941) 743-1201 FAX: (941) 743-1220

UNIFORM COMPLAINT FORM

DATE RECEIVED	COMPLAINT #
(Your Name – Type or Print)	(Contact – Other Than Yourself)
NAME:	NAME:
ADDRESS:	
PHONE: Home () Work ()	PHONE: Home () Work ()
DET	AILS OF YOUR COMPLAINT
Prior to filing your complaint with	the Charlotte County Construction Services Division, it is
REQUIRED that you SEND your CON ?	TRACTOR a CERTIFIED letter with a return receipt that lists the
issues of your complaint. WITHOUT	<u> VERIFICATION OF THIS LETTER</u> your complaint <u>WILL NOT</u> be
processed.	
Construction Services makes every at regarding poor quality of work or a cont usually considered a civil matter and the unless these deficiencies are so serious questions must be answered.	part of the contractor's discipline file and are public information. tempt to resolving your complaint, however some contract issues tractor's failure to correct minor deficiencies in his workmanship are Construction Services Division is generally unable to take any action that there is a violation of the Florida and County Building Codes. All ROR SUBJECT OF YOUR COMPLAINT
NAME:	
(N:	ame of Person or Company) PHONE:
ADDRESS:	
	LICENSE NUMBER(If Known)
Description of your complaint, use addit	,

UNIFORM COMPLAINT FORM (Page 2)

Please indicate the items that best describe your complaint. Poor Workmanship
Contractor Will Not Correct Problems Roof Leaks Liens on Your Home
Taking too Long to Complete Contractor Abandoned Job Financial Dishonesty
Contractor Not Returning Phone Calls Project done with out a permit
DO YOU HAVE AN ATTORNEY NAME:
PHONE:ANY COURT LAWSUIT PENDING? IF YES, WHERE
In order for the Investigations Unit of Construction Services to more accurately review your complaint, PLEASE ATTACH A COPY OF THE FOLLOWING DOCUMENTS WITH YOUR COMPLAINT FORM: Copy of Purchase Agreement or Contract or Billing Invoice. Copy of Payment Checks (Front & Back). Copy of ALL Correspondence between you and your Contractor and be sure to including a copy of the Certified Letter sent to contractor, receipt card and / or a copy of the unclaimed letter and envelope.
Date Contract Was Signed Date Work Began
Please check any of the following categories that fit your contract. Build House Remodel House Build an Addition Re-roof House
AC / Heating Build a Pool Build a Pool Cage Electrical
Other
Dollar Amount of Contract: \$ How Much Have You Paid Contractor: \$
Was the Contracted Work Completed Date Work Complete
Was a Building Permit Obtained? Who Obtained this Permit?
Was There a Final Inspection Done by the Building Department?
What Were the Results of the Final Inspection? If the project failed final inspection, please attach a copy of the violation information.
Did your Contractor Give You Any Warranty? If yes, please attach a copy.
Have you Fired Your Contractor?
Have You Contacted any Other Agency Regarding Your Complaint?
SIGNATURE
STATE OF FLORIDA
COUNTY OF CHARLOTTE
Before me this day personally appeared, Who, being duly sworn, deposes and says that the facts and information contained in this complaint are true and to the best of his / her knowledge and belief.
Sworn to and subscribed before me
This day of, 20NOTARY SIGNATURE Personally known OR produced identification Type of identification produced Rev: 10/21/13