

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? _____
If yes, who _____

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 _____, 20_____
Personally known _____ OR produced identification _____
Type of identification produced _____
Rev: 10/21/13

NOTARY SIGNATURE