

**BREVARD COUNTY  
LICENSING REGULATION & ENFORCEMENT  
2725 JUDGE FRAN JAMIESON WAY, BLDG A - RM 105  
VIERA, FL 32940  
PHONE (321) 633-2058 FAX (321) 690-6878**

**COMPLAINT FORM**

**Please return this completed form and copies of any related documents such as contracts, cancelled checks, etc. to the above address. Your complaint will be reviewed and an investigator will contact you.**

**COMPLAINANT** – please type or print

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ (City) (State) (Zip Code)

PHONE #: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(C) \_\_\_\_\_

**LOCATION OF ALLEGED COMPLAINT:**

\_\_\_\_\_

\_\_\_\_\_ (City) (State) (Zip Code)

**SUBJECT OF COMPLAINT**

CONTRACTOR/FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ (City) (State) (Zip Code)

PHONE #: \_\_\_\_\_

Did you sign a contract? YES  NO  Date: \_\_\_\_\_

An attempt will be made to assist you and the contractor in negotiating a resolution whenever possible. If this is not possible, other actions may be taken depending on the result of the investigation.

Florida statutes 837.06, False Official Statements: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Did you find this contractor/company, through the newspaper, yellow pages, and/or fliers?

YES  NO  OTHER

If NO or OTHER, how? \_\_\_\_\_

What was your initial reason for calling this person and/or company? \_\_\_\_\_

What was the name of the person(s) who came to your home for the original work and/or estimate?

Did you ask this him/they if they were licensed and insured? YES  NO

If yes, did he/they show you something that led you to believe that he/they were insured?

YES  NO

Did this person(s) tell you that he/they were licensed and insured? YES  NO

If yes, what did he or they tell you? \_\_\_\_\_

If yes, what did he/they show you? (Business card, proposal, documents or other)

Were permits needed to do this work? YES  NO  UNSURE

Did he/they charge you for permits? YES  NO  UNSURE

Were you given a start and completion date? YES  NO  UNSURE

If yes, when? \_\_\_\_\_

Did he/they start as promised? YES  NO

If no, why? \_\_\_\_\_

Did he/they complete the work as promised?      YES       NO

If no, why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the work was completed, were you satisfied with the work?      YES       NO

If no, why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you make a complaint to the contractor/company?      YES       NO

If yes, who and what did you tell him/them? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you send him/them a letter stating your concerns?      YES       NO

What did he/they tell you in response to your complaint? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the contractor/company ever place a lien on your property?      YES       NO

If yes, what date was the lien filed? \_\_\_\_\_

