



BOARD OF COUNTY COMMISSIONERS

**Licensing Regulation & Enforcement**  
2725 Judge Fran Jamieson Way, Bldg. A-114  
Viera, Florida 32940  
Phone: (321) 633-2058, press 4, 6  
contractorlicensing@BrevardFL.gov

## 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

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

Office Use Only: Investigator Initials: \_\_\_\_\_ Case #: \_\_\_\_\_ 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 him/them 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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date work started: \_\_\_\_\_

Last date contractor was on site: \_\_\_\_\_

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? \_\_\_\_\_

What would you like the final resolution to be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your own words, please explain what happened from the beginning to the end. Please print clearly.

Please use a separate sheet of paper if needed.