



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.