



Environmental Protection and Growth Management Department
BUILDING CODE SERVICES DIVISION | CONTRACTOR LICENSING & ENFORCEMENT
 2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 Option 2 • broward.org/building

Complaint Against a Contractor or Tree Trimmer (Licensed or Unlicensed)



All information provided to the Building Code Services Division is public record and is available for inspection by the public under the Florida Public Records Law. This includes all the information you have included in this complaint and supporting documentation.

Complainant Information (Consumer)			
Name		Home Phone	
Address		City	State Zip
Mobile Phone		Work Phone	
Email			
Contractor Information			
Name		Company Name	
Address		City	State Zip
Phone		Fax	
License # Used		Contact Person	
Email			
Complaint Initiation			
<input type="checkbox"/> Complaint by Owner <input type="checkbox"/> Complaint by General Contractor Against Subcontractor <input type="checkbox"/> Complaint by Subcontractor Against General Contractor <input type="checkbox"/> Complaint by Material/Equipment Supplier <input type="checkbox"/> Other			
Project Information			
Construction Site Owner Name		Construction Site Owner Phone	
Construction Site Owner Address		City	State Zip
Construction Site Physical Address		City	State Zip
Describe briefly the work for which you contracted:			
Contract Date		Date Work Started	Date Work Ceased
Amount \$	Amount Paid on Contract \$		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit
Why did you choose this contractor?			
<input type="checkbox"/> Regular Customer <input type="checkbox"/> Door-to-Door Solicitation <input type="checkbox"/> Referral <input type="checkbox"/> Advertisement <input type="checkbox"/> Other Please explain:			
Is this project a:			
<input type="checkbox"/> Residence <input type="checkbox"/> New Construction <input type="checkbox"/> Commercial Building <input type="checkbox"/> Other			

Please explain:

Repair Remodel Addition Other

Please explain:

Was the contract:

Written Oral New Home Purchase Agreement Other

Please explain:

Were there any change orders?

Yes No

If yes, were they: Written Oral Both

Is your complaint:

Abandonment Other

Please explain:

Was a building permit obtained?

Yes No Unknown

If yes, permit pulled by: Contractor You Salesperson Unknown

Permit #

Building Department

Was a Notice of Commencement filed?

Yes No Unknown

Who presented contract?

Contractor Salesperson Other

Name:

Did the contractor have employees?

Yes No Unknown

If yes, how many:

Did you fire the contractor or terminate the contract?

Yes No Unknown

Was any work performed?

Yes No Unknown

Did you receive a "Notice to Owner?"

Yes No Unknown

If yes, by whom:

Were any liens filed on this job?

Yes No Unknown

What attempts have you made to contact the contractor?

Personal Contact Phone Letter Unable to Locate

Have you obtained an estimate from another contractor to complete or correct the job?

Yes No

If yes, please provide a copy with your complaint

Contractor Name	Address	Phone
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Are you willing to testify under oath at an administrative hearing?

Yes No

Are you interested in seeking a monetary claim through Broward County's Central Examining Board Restitution Trust Fund? Please Note: complaints against a tree trimmer are not eligible for restitution through this fund.

Yes No

If you receive a recommended order for restitution issued from a hearing officer or if restitution is ordered by a Central Examining Board, you may pursue reimbursement from Broward County's Central Examining Board Trust Fund, subject to the requirements of Chapter 9-141, Broward County Code or Ordinances. To pursue reimbursement, you will need to complete a [claim form](#) once an order has been issued in your favor.

Complaint Information

Please give a complete description of your complaint.

Please provide copies (front and back) of all paperwork related to your complaint, including copies of contracts and/or estimates, proof of payment* and any other pertinent materials – including photographs. Please cross out all Social Security numbers and bank or credit card account numbers. *If copies are not available, please indicate.* **Do not send original documents**

**Proof of payment includes: (1) if payment was made by cash, a receipt reflecting payment; (2) if payment was made by check, a photocopy of the front and back of the negotiated check; (3) if payment was made by credit card, a photocopy of the credit card receipt or statement; (4) if a dispute was filed with your credit card company, the results of that dispute.*

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 an investigation.

- If the contractor is licensed, he/she will be informed of this alleged complaint and will be asked to contact us.
- We are unable to direct an unlicensed person to complete or correct any project.

We do not represent private citizens in court – nor can we collect money for you. Please contact an attorney for advice on filing such action.

Florida Statute §837.06 states: *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.*

Under penalty of perjury, I declare the facts contained herein are true, correct and complete.

Signature

Date

This complaint form must be notarized in order to be accepted for investigation. Please return this completed form with all necessary documentation to the Division address on page 1 or FAX to 954-765-4163.

Notary Public

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____

by _____
(name of person acknowledging)

(NOTARY SEAL)

(Signature of Notary Public-State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____