



Environmental Licensing and Building Permitting Division  
**INVESTIGATIONS AND ENFORCEMENT SERVICES SECTION**  
 1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-4400 • broward.org/permittingandlicensing

### Complaint Against a Contractor or Tree Trimmer



All information provided to the Permitting, Licensing and Consumer Protection Division is public record and is available for inspection by the public under the Florida Public Records Law. This includes all of 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 <b>Please explain:</b>			

**Is this project a:**

- Residence     New Construction     Commercial Building     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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**Complaint Information**

Please give a complete description of your complaint.

Large empty text area for providing a complete description of the 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 \_\_\_\_\_