



## **COMPLAINT FORM**

NOTICE: INCOMPLETE AND UNSIGNED FORMS WILL BE RETURNED. DO NOT SEND ORIGINALS -- DOCUMENTS RECEIVED WILL NOT BE COPIED AND/OR RETURNED. PLEASE SEND COPIES OF ALL PAGES OF CONTRACTS (FRONT AND BACK) PROPOSALS, CANCELLED CHECKS (FRONT AND BACK), INVOICES,

	RECEIPTS	, ADVE	<b>RTISMENT</b>	S, BUSINESS C	ARDS, COF	RRESPONDEN	CE, PERMITS, ETC				
COMPLETE THE FOLLOWING INFORMATION											
NAME OF INDIVIDUAL FILING COMPLAINT:					CONTRACTOR NAME: (AS SHOWN ON CONTRACT/INVOICES)						
COMPANY NAME:					COMPANY NAME:						
ADDRESS					ADDRESS			LICENSE NO. USED, IF ANY			
CITY	STATE		ZIP		CITY		STATE		ZIP		
PHONE ( )	EMAIL				PHONE ( )			EMAIL			
NATURE OF COMPLAINT											
RESIDENTIAL					COMMERCIAL						
☐ UNLICENSED RESIDENTIAL CONSTRUCTION OR REMODELING					☐ UNLICENSED COMMERCIAL CONSTRUCTION						
☐ GROSS NEGLIGENCE OF	RMISCONDUCT				☐ BIDDING OR CONTRACTING WITHOUT A LICENSE						
☐ FAILURE TO PAY FOR GOODS OR SERVICES					□ IRRESPONSIBLE						
☐ LOANING A LICENSE TO AN UNLICENSED PERSON					FAILURE TO PAY FOR GOODS OR SERVICES						
☐ ENGAGING IN WORK ON AN EXPIRED OR SUSPENDED LICENSE						FAILURE TO VERIFY LICENSE OF SUBCONTRACTOR					
						Other					
PROJECT INFORMATION											
PHYSICAL ADDRESS						CITY STATI			ATE	ZIP	
IS PROJECT A □ RESIDENCE □ COMMERCIAL BUILDING □ OTHER IS PROJECT □ NEW CONSTRUCTION □ REMODEL											
CONTRACT DATE	AMOUNT OF CONTRACT AMOUNT PAID ON					N CONTRACT DATE WORK STARTED DATE WORK CEASED					
WAS THE CONTRACT ☐ WRITTEN ☐ ORAL IF WRITTEN, ATTACH A COPY OF THE CONTRACT.											
WERE THERE ANY CHANGE ORDERS?											
WHY DID YOU CHOOSE THIS CONTRACTOR?   REGULAR CUSTOMER DOOR TO DOOR SOLICITATION REFERRED BY SOMEONE DOVERNMENT-PROVIDE COPY IF POSSIBLE.											
BUILDING PERMITS OBTAINED BY CONTRACTOR OWNER DO NOT KNOW NOT REQUIRED  (ATTACH A COPY IF AVAILABLE) NAME OF BUILDING DEPARTMENT:											
WERE ANY INSPECTIONS PERFORMED?   YES   NO   IF YES, BY WHOM AND WHEN?											
WHAT ATTEMPTS HAVE BEEN MADE TO CONTACT THE CONTRACTOR? UNABLE TO LOCATE   PERSONAL CONTACT   TELEPHONE   LETTER (ATTACH COPIES)											
HAVE YOU NOTIFIED THE CONTRACTOR IN WRITING OF THE ISSUES IN DISPUTE?											
HAVE YOU OBTAINED AN ESTIMATE FROM ANOTHER CONTRACTOR TO CORRECT/COMPLETE THE PROJECT? 🗆 YES 🗀 NO IF YES, ATTACH A COPY OF THE ESTIMATE.											
HAVE YOU HAD THE JOB CO	RRECTED OR COMPL	ETED?	□ YES □	NO IF YES, AT	TACH COPIE	S OF THE CONT	RACT AND PROOF OF	PAYMENT	:		
WERE ANY LIENS FILED ON THIS JOB? ☐ YES ☐ NO IF YES, ATTACH COPIES. AMOUNT OF LIEN: \$ PERSON WHO FILED:											

DESCRIPTION OF COMPLAINT								
STATE YOUR COMPLAINT (ATTACH ADDITIONAL PAGES IF NEEDED)								
PLEASE SEND COPIES OF ALL PAPE	RS RELATED TO YOUR COMPLAINT							
You MUST attach COPIES of all necessary supporting documents. For residential complaints, attach copies of all contracts, proposals, receipts,								
proofs of payment, permits, if in a permitted area, photos and/or home inspections. For commercial complaints, attach copies of all contracts, bids, or bid tabulation forms as well as receipts, statements, invoices and/or payments.								
DO NOT SEND ORIGINALS.								
If copies are not avai	lable, please explain.							
The contractor will be informed of this alleged complaint and will be asked to respond.								
The Mississippi State Board of Contractors cannot direct a contractor to complete or correct a project.								
The Mississippi State Board of Contractors cannot represent private citizens in court or collect money for you. Please contact an								
attorney or your local court for advice on filing such an action.								
By signing this complaint form, I declare under penalty of perjury that the information contained in this form is true, correct, and complete to the best of my knowledge. I will assist in the investigation or in the prosecution of the contractor and will if necessary, attend hearings and testify to facts. I understand that the failure to cooperate with the investigation may result in dismissal of the complaint. I further understand that the Mississippi State Board of Contractors is unable to represent private citizens in court or to collect money or to levy fines.								
SIGN HERE	DATE							