



**PART I, CONTRACTOR COMPLAINT FORM**

**Please return to:** Lake County Building Services  
 Post Office Box 7800  
 Tavares, Florida 32778  
 Tel: (352) 343-9653 Fax: (352) 343-9771

<b>Office Use Only: Case #</b>	<b>Cert#</b>
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**Type or Print**

Name:	
Address:	
City, Zip	
Home Phone	
Work Phone	
Cell Phone	

**SUBJECT OF COMPLAINT**

Contractor's Name:	
Business Name:	
Address:	
Phone Number:	
License Number:	

**Note: A copy of this form will be sent to the SUBJECT of your complaint pursuant to 455.225(1) Florida Statutes.**





## PART II, CONTRACTOR COMPLAINT FORM

In addition to your complete written statement, we are requesting documentation of your contractual relationship with the contractor and evidence of supporting allegations.

Please answer as many questions below as possible to assist us in investigating your complaint. Copies of any of the following would be appreciated:

- Contract between you and the contractor
- Proof of payment to contractor (canceled checks-front and back, receipts, closing statements, etc.)
- Liens, judgments and notices to owner, including copies of related work orders, bills, sub-contracts
- Warranties

Check the category that best summarizes the work the contractor did for you or that you were involved in:

- |  |   |
|--|---|
| <input type="checkbox"/> Built a house                                     | <input type="checkbox"/> Built addition to house    |
| <input type="checkbox"/> Remodel house                                     | <input type="checkbox"/> Built commercial structure |
| <input type="checkbox"/> Remodel or built addition to commercial structure |   |
| <input type="checkbox"/> Re-roof entire house                              | <input type="checkbox"/> Roof work, commercial      |
| <input type="checkbox"/> Electrical work                                   | <input type="checkbox"/> Built a pool at house      |
| <input type="checkbox"/> Air-conditioning or heating work at residence     |   |
| <input type="checkbox"/> Other, as follows:                                |   |

### **BASIC BACKGROUND DATA**

1. Was contract in writing?       Yes       No
2. Contract price \$ \_\_\_\_\_      Date on contract: \_\_\_\_\_
3. Approx. Date work began: \_\_\_\_\_      Approx. date work ended \_\_\_\_\_
4. Is the work site located inside city limits?       Yes  No
5. Street address of work site: \_\_\_\_\_

**These questions may relate to building code compliance by contractor.  
Please answer these questions to the best of your knowledge.**

1. Was a permit obtained from the Building Department?    Yes    No
2. If no, was a permit required?    Yes    No
3. Permit Number:\_\_\_\_\_
4. Final inspection passed?    Yes    No
5. Who pulled permit?\_\_\_\_\_
6. Certificate of occupancy issued?    Yes    No
7. Was the permit obtained on time?    Yes    No
8. Were any inspections missed or performed late?    Yes    No
9. If certificate of occupancy not issued, why?

**FINANCIAL QUESTIONNAIRE**

1. Total contract price: \$ \_\_\_\_\_
2. Total paid to contractor: \$ \_\_\_\_\_
3. What is actual or estimated cost to finish the job if you hire another contractor?  
\_\_\_\_\_. Please attach estimates from licensed contractor(s).
4. Have you had to pay subcontractor or suppliers which contractor should have paid?  
Yes    No
5. Are there now unpaid bills owed to subcontractors or suppliers which contractor should have paid?  
Yes    No
6. What is the total of such unpaid bills?    \$ \_\_\_\_\_
7. Did contractor sign any statements to the effect that all bills have been paid?  
Yes    No
8. Have you fired the contractor?    Yes    No
9. Has the job now been completed by you or a new contractor?    Yes    No