

# Non-Payment Complaint Form Instructions & Checklist



For Current or Suspended Licensees

## Instructions

- Complete the entire complaint form. Incomplete or unsigned forms may be returned to you, which will delay the complaint process.
- Attach copies of documents and information as listed in the checklist below with your complaint form. Include copies of permits, invoices, advertisements, business cards and receipts. **Do not send originals** as they will not be returned to you.
- **Do not attach the following information or documentation with your complaint:**
  - Photos (this includes photos stored on a disk or flash drive)
  - Sets of plans, specifications, drawings, sketches, etc.
  - Samples (such as flooring, brick, paint, roofing, landscape rock, etc.)

## Checklist

### 1) Contract

- a) For written contracts, provide a copy of the original construction contract signed (by both parties) including all addenda and change orders. If the only written documents describing the contract are a proposal, bid, or invoice, please follow the instructions in b) for “if no written contract.”
- b) If no written contract, **provide a written statement describing the agreement that includes the following information:**
  - i) The reason a written contract is not being provided (e.g. the contractor did not provide a written contract, the contract is lost, the contract was destroyed);
  - ii) A description of any written documents used to describe the contract, e.g. bids, proposals, invoices, receipts. (If you have copies of any of these documents, please provide them with the Complaint Form.);
  - iii) A description of the work to be performed under the contract (including any addenda or change orders);
  - iv) The names of the people who negotiated the contract;
  - v) The agreed upon payment schedule;
  - vi) An explanation of who was to receive payment; and
  - vii) The date the work was to be completed.
- c) For complaints of non-payment between contractors, vendors, or material suppliers, provide a copy of:
  - i) The credit applications. Redact all SSN and/or EIN information.
  - ii) Invoices for services rendered and/or materials delivered.

### 2) **Proof of Debt(s)**; Acceptable forms of proof of debt are copies of:

- a) Invoices.
- b) Contracts.
- c) Promissory notes.
- d) Other negotiable instruments.

# Non-Payment Complaint Form



## Departmental Use Only

Complaint Number: \_\_\_\_\_

Mail to:  
 Registrar of Contractors  
 P.O. Box 18243  
 Phoenix, AZ 85005-8243

<b>Person Filing Complaint (Payee)</b>				
Business Name	Full Name (First Middle Last)	ROC License Number(s) (if any)		
Street Address	City	State	Zip Code	
Phone Number	Email Address			
I consent to receive communications electronically in connection with this case.    Yes <input type="checkbox"/> No <input type="checkbox"/>				
Name of Attorney (if any)				
Attorney's Street Address	City	State	Zip Code	
Attorney's Phone Number	Attorney's Email Address			
<b>Licensee Information (Payer)</b>				
Name (as shown on contracts, invoices, etc.)		ROC License Number(s)		
Street Address	City	State	Zip Code	
Phone Number	Email Address			
Name of Person(s) Representing License				
<b>Complaint Information</b>				
Principal Amount Due (excluding interest and fees)		Contract Date (if applicable)		
Have you filed a civil complaint?	Yes <input type="checkbox"/> (If yes, provide a copy of the civil judgment)    No <input type="checkbox"/>			
<b>List all specific invoices which have not been paid. Attach additional pages if necessary.</b>				
1.				
2.				
3.				
4.				
5.				
<b>Certification</b>				
<i>I certify, upon information and belief, that the above-named licensee has failed to pay monies in excess of seven hundred fifty dollars when due for materials or services rendered in connection with the licensee's operations as a contractor. I further certify, upon information and belief, that the above-named licensee has the capacity to pay, or has received sufficient monies as payment for the particular construction work project or operation for which the services or materials were rendered or purchased. A.R.S. § 32-1154(A)(10).</i>				
Printed Name	Signature	Date		
<b>Declaration &amp; Signature</b>				
<i>I am the Complainant in this Complaint Form or Complainant's duly authorized representative. I declare under penalty of perjury that the information contained in this Form is true and correct to the best of my knowledge. I further certify that any documents submitted in support of this complaint are true and correct copies of the originals and are accurate to the best of my knowledge. I will assist in the investigation or in the prosecution of the contractor or other parties, and will, if necessary, attend hearings and testify to facts.</i>				
Printed Name	Signature	Date		