



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.)
- Investigators will contact you if additional information is needed to complete the investigation of your complaint. If you wish, you may have the project completed and/or repaired at your convenience. You may take photos to document the condition of the project prior to the repairs being completed in the event a restitution hearing is held. Unlicensed activity Investigators do not inspect projects for poor workmanship.

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 provide.
- b) If no written contract, proposal, bid, or invoice, 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 the work to be performed under the contract (including any addenda or change orders);
 - iii) The names of the people who negotiated the contract;
 - iv) The agreed upon payment schedule;
 - v) An explanation of who was to receive payment; and
 - vi) The date the work was to be completed.

2) **Proof of Payment(s)**; Acceptable forms of proof of payment are copies of:

- a) Front and back of cancelled checks. Redact account numbers.
- b) Credit card statements. Redact account numbers.
- c) Executed lien releases/waivers.
- d) Bank/Lender documents showing payments/draws actually received by the contractor. Redact account numbers.

Unlicensed Complaint Form

Unlicensed Entities or
Revoked/Expired Licenses

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



Departmental Use Only

Complaint Number: _____

Please note that if your contractor was not licensed or the license was revoked or expired at the time of contract, you are not eligible for the Recovery Fund. However, you still have the right to file a civil claim with your local civil court or request restitution in a criminal proceeding.

| Person Filing Complaint | | | | | |
|--|--|--|--------------------------------|--------------------------------|-----|
| Full Name (First Middle Last) | | Business Name (if a licensed contractor or supplier) | | ROC License Number(s) (if any) | |
| Street Address | | | City | State | Zip |
| Phone Number | | Date of Birth | Email | | |
| I consent to receive communications electronically in connection with this case Yes No | | | | | |
| Name of Attorney (if any) | | | | | |
| Street Address of Attorney | | | City | State | Zip |
| Phone Number of Attorney | | | Email of Attorney | | |
| Contractor Information | | | | | |
| Name (as shown on contract/invoice) | | | ROC License Number(s) (if any) | | |
| Street Address | | | City | State | Zip |
| Phone Number | | | Email | | |
| Name of Person(s) Representing License | | | | | |
| Did you know contractor was unlicensed? Yes No | | | | | |
| If no, when did you learn they were unlicensed? _____ | | | | | |
| Description of Unlicensed Person | | | | | |
| Age | | Height | Weight | Race | |
| Contract/Project Information | | | | | |
| Contract Date | | Contract Amount | | Amount Paid | |
| Date Work Started | | Date Work Stopped | | Date Work Was Completed | |
| Address Where Contract Was Negotiated | | | City | State | Zip |
| Parties Present at Contract Negotiation | | | | | |
| Jobsite Street Address | | | City | State | Zip |

Unlicensed Complaint Form
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| Contract/Project Information Continued | |
|--|--|
| This complaint is for | Abandonment Poor Work Other _____ |
| Have you filed a complaint in court? | Yes No N/A If yes, provide a copy of the civil complaint |
| The contract was | Written Oral Both |
| All change orders were | Written Oral Both N/A |
| This project was | Commercial Residential On Tribal Land |
| This project involved | New Home Remodel Repair Other _____ |
| A building permit was obtained by | Contractor Property Owner Building permit # _____ What city/county issued the permit? _____ |
| The contractor had | # _____ employees (list names if known) _____ |
| List and briefly describe each complaint item (attach additional pages if necessary to further describe issues or list complaint items) (limited to 80 characters per line) | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| Signature | |
| <i>I declare under penalty of perjury that the information and documents contained on this Complaint Form, included with this complaint, or hereafter submitted in support of this complaint are true and 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 |