



MIAMI-DADE COUNTY
DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES
Contractor Licensing Enforcement Section
11805 SW 26th Street (Coral Way), Room 230
Miami, FL 33175-2474
Phone: (786) 315-2561

miamidade.gov

MIAMI-DADE COUNTY CONTRACTOR COMPLAINT FORM

Date: _____

Dear Citizen:

The Contractor Enforcement Section of the Miami-Dade County Department of Regulatory and Economic Resources investigates complaints involving Miami-Dade County contractors. In addition, the Office investigates complaints concerning the work of unlicensed contractors.

In order to register your complaint, please complete the enclosed form and return it to the Building Code Support Division located at 11805 SW 26th Street, (Coral Way), Room 230 Miami, FL 33175. If insufficient space is provided on the complaint form for any answer, please use a separate sheet. **Do not write on the reverse side of this form.**

All complainants must submit front and back copies of their contract and front and back copies of all canceled checks or receipts evidencing payment to the contractor at the time you file your complaint. In addition, please submit copies of any business cards or any advertisements used by the contractor or his employees that you have in your possession. Do not send original documents under any circumstances.

Upon receipt of the completed complaint form and accompanying documents, an Investigator will open a case file and a copy of your complaint will be sent to the contractor for response. Since the Investigator may have to contact you for additional information, please provide a telephone number where the Investigator can contact you during the day. When the investigation is complete and the Investigator has confirmed a violation of the contractor licensing laws, the Investigator will either issue tickets or notices of violation to the violator, initiate a case in criminal court through the State Attorney's Office or present the case before a committee of the Construction Trades Qualifying Board known as the Probable Cause Panel in order to initiate a formal disciplinary hearing. If the Probable Cause Panel orders a formal hearing, a hearing before the Construction Trades Qualifying Board will be scheduled. Upon a finding of guilty, the Board may impose one or more of the following penalties: reprimand, suspension or revocation of the contractor's license, restitution or imposition of fines of up to \$5,000.00 per count.

Since investigations and cases vary in complexity duration and priority, a definite time frame cannot be given as to when the complaint process will be completed for any individual case. Further, because the Statute of Limitations establishes time limits within which you must assert a cause of action in court, please do not delay in consulting with an attorney or initiating any action to preserve your civil remedies in this matter. Finally, you may have certain rights under Florida law if you have suffered damages caused by a state certified or registered contractor with whom you have a signed contract. Contact the State of Florida Department of Business and Professional Regulations for additional information at 850-487-1395.

Thank you for your cooperation.

- 1. Have you filed a complaint with any other agency? Yes No (If so please provide name of Agency) _____
- 2. If necessary, are you willing to go to Criminal Court, and testify under oath in this case? Yes No

BACKGROUND DATA

- 3. Was contract in writing? Yes No If yes, enclose copy
- 4. Contract Price: \$ _____ Date on contract _____
- 5. Job address: _____
- 6. Contractor employees you had contact with. Name: _____
 Name: _____ Name: _____

CONTRACT INFORMATION

- 7. Was the contract signed in your presence? Yes No By whom: _____
- 8. At the time you entered into the contract, did you believe the person/company was a contractor licensed or certified by the State of Florida and/or Miami-Dade County? Yes No
- 8a. If yes, why? _____

- 8b. Would you have hired this contractor if you thought he was unlicensed? Yes No

- 9. Was there any discussion as to whether the person/company was affiliated with another person/company that was licensed or certified? Yes No If so, what was said, when and by whom?

- 10. What work was supposed to be done under the terms of the contract? _____

- 11. Why are you dissatisfied? _____

12. If additional contracts/agreements were signed with the same or related contractors, please explain the circumstances?

13. Was there any discussion as to whether building permits would be obtained? Yes No
If so, please relate what if anything was said, by whom and when the statement was made. _____

14. Was work begun by your contractor? Yes No If so, what date? _____
Describe the extent of work actually done by the contractor and the value of work done, if you know?

15. When was the last time the contractor performed work on the jobsite? _____

16. Have you had discussion with him or his representative since then? Yes No if so, what was said?

17. Did he work steadily from the date he started work until the last day he worked? Yes No
If so, please relate what happened between these dates. _____

18. Has an architect or engineer employed by you or the contractor inspected the work? Yes No
If so, please provide name, address and telephone number and a copy of the report: _____

19. Has the contractor offered or made attempts to make repairs? Yes No _____

20. Have you fired the contractor? Yes No How was the contractor terminated? _____

21. Would the contractor be allowed to return to finish work or do repairs? Yes No if so, what type of work remains to be done? _____

22. Has the job now been completed by you or another contractor? Yes No

FINANCIAL INFORMATION

23. ****Total paid to contractor: \$_____ If you made payments, please list who received the payments, the date of the payments, and the amount paid and form of the payments (check, cash, or credit). Who were the checks made payable to? Please provide copies front and back of all checks. If cash was given, provide copies of all receipts.**

23a. Has the contractor repaid any monies to you? Yes No

23b. If yes you **must** notify the Investigator assigned to your case.

24. What is the actual or estimated cost to finish the job if you hire another contractor? \$_____ Attach **copies** of estimate(s) from licensed contractor(s).

25. Have you had to pay subcontractors or suppliers directly? Yes No If yes, how much and why?

26. Are there now unpaid bills owed to subcontractors or suppliers whom the contractor should have paid? Yes No If so, how much is owed? _____

27. Did contractor sign any statements to the effect that all bills have been paid? Yes No If so, please provide a copy.

28. Did you obtain a partial or full release of lien from your contractor? _____ (If you have said documents, please attach a copy.) Who provided you with this release? _____
 When? _____ Were any payments made based upon your reliance on said release? _____

29. Have any suppliers, material person, subcontractors or anyone else advised you or actually placed liens on your property? _____ If so, please list the name, address and telephone number of the person/entity, the amount of the lien, and an explanation of what work/services/materials were supplied that gave rise to the claim or lien. (Please attach copies of all notices/claims of lien filed on your property.)

Florida Statutes 837.06, False Official Statements: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of this official duty shall be guilty of a misdemeanor of the second degree.

 Signature

 Date

 Print Name

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to and subscribed before me this _____ day of _____ 20_____,

By _____

Personally known _____

Produced Identification _____

Type: _____

Notary Public, State of Florida

(SEAL)