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CONSTRUCTION FAIRNESS ORDINANCE COMPLAINT FORM

DATE _____

(ANSWER ALL QUESTIONS)

FILED BY:

A) NAME/CLAIMANT: _____ PHONE: _____

B) COMPANY: _____ LIC NO. _____

C) ADDRESS: _____ CITY _____ ST _____ ZIP _____

D) TRADE/PROFESSION: _____

FILED AGAINST:

A) NAME/CLAIMANT: _____ PHONE: _____

B) COMPANY: _____ LIC NO. _____

C) STATUTORY AGENT: _____

D) ADDRESS: _____ CITY _____ ST _____ ZIP _____

E) LIC. NO. (if applicable) _____

F) PROJECT NAME: _____ PHONE: _____

G) JOBSITE ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

H) PROJECT OWNER NAME _____ PHONE: _____

I) OWNER ADDRESS: _____ CITY _____ ST _____ ZIP _____

J) TYPE OF WORK DONE: _____

K) WORK WAS: RESIDENTIAL _____ COMMERCIAL _____

L) CONTRACT WRITTEN _____

M) CONTRACT DATE: _____

N) TOTAL CONTRACT AMOUNT: \$ _____

O) AMOUNT DUE FOR WORK PERFORMED \$ _____



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P) DATE WORK COMPLETED: _____

Q) DESCRIBE WORK DONE FOR WHICH PAYMENT HAS NOT BEEN MADE:

R) DATE OF ORIGINAL REQUEST FOR PAYMENT: _____

S) DATE OF FIRST REQUEST FOR PAYMENT _____ DATE OF SECOND _____
DATE OF THIRD _____

(ALL REQUESTS MUST BE SENT REGISTERED OR CERTIFIED MAIL)

- T) FOLLOWING COPIES INCLUDED:
- 1) CONTRACT _____
 - 2) REQUESTS FOR PAYMENT _____
(includes affidavit of service or return receipt of certified mail.)
 - 3) CORRESPONDENCE RECEIVED IN RESPONSE TO ORIGINAL, FIRST AND SECOND REQUESTS FOR PAYMENT _____

U) REASON GIVEN FOR NONPAYMENT: (if quality of work is reason, has a complaint been filed with the Registrar of Contractors or other government agency?)

V) IS THERE ANY LEGAL ACTION PENDING AS A RESULT OF THE WORK YOU PERFORMED OR BECAUSE YOU HAVE NOT BEEN PAID? YES _____ NO _____

Claimant _____ certifies to the best of my knowledge and belief ; that the above information is true and correct; that the work set forth above has been performed; that payment in full has not been made; and there is no reasonable basis for delay in payment.

Signature and Title

Date

Comments: _____

