



COMPLAINT FORM
 STATE OF MARYLAND
 DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
 100 SOUTH CHARLES STREET, TOWER 1 - BALTIMORE, MARYLAND 21201
 HOME IMPROVEMENT 410-230-6309
 OCCUPATIONAL AND PROFESSIONAL LICENSING 410-230-6322

**DO NOT WRITE IN THIS SPACE
OFFICE RECORD**

DATE RECEIVED _____

BOARD _____

COMPLAINT NO. _____

LICENSING INFORMATION _____

EXPIRATION DATE _____

TYPE OF COMPLAINT - PLEASE CHECK

- HOME IMPROVEMENT
- HEATING, VENTILATION, AIR CONDITIONING, REFRIGERATION
- OTHER
BOARDS: _____

PLEASE ADDRESS ENVELOPE TO THE PROPER BOARD/COMMISSION

PLEASE BE ADVISED THAT BY FILING THIS COMPLAINT IT MAY BE NECESSARY FOR YOU TO APPEAR AT A FORMAL HEARING BEFORE THIS BOARD/COMMISSION OR IN CRIMINAL COURT.

1. YOUR NAME		LAST	
FIRST		MIDDLE INITIAL	
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP
HOME PHONE		WORK PHONE	
I CAN BE CONTACTED AT THE EMAIL ADDRESS BELOW: <input type="checkbox"/> YES <input type="checkbox"/> NO			
EMAIL ADDRESS			

2. COMPLAINT AGAINST			
TRADING AS			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP
PHONE			
EMAIL ADDRESS			

3. CONTRACT INFORMATION

Did you enter into a contract? YES NO If "YES" was the contract Oral Written?

With whom did you enter into the contract? _____
 (Give name of individual and/or company)

Date of contract (Month, Day, Year) _____ Amount of contract? _____

Did you pay for the services? YES NO If "YES" give amount \$ _____

4. Name of person who actually did the work or performed the service _____

Date the work was started _____ Last date work was performed _____
MONTH / DAY / YEAR MONTH / DAY / YEAR

Is there an arbitration clause in the contract? YES NO

5. Please give a detailed but concise explanation of your complaint in the order in which it occurred and attach any supporting documents (continue on a separate sheet if necessary. Type or print legibly.)

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

(SIGNATURE OF COMPLAINANT)

(DATE)

If this is a home improvement complaint and the contractor was licensed at the time of the contract, you may file a separate claim against the Home Improvement Guaranty Fund.