



# Arkansas Contractors Licensing Board

4100 Richards Road  
North Little Rock, Arkansas 72117  
(501) 372-4661 Fax (501) 372-2247

## COMPLAINT FORM

Please answer as many of the following questions as possible

### Complainant

### Contractor

YOUR NAME (last, first)

CONTRACTOR NAME: (as shown on contract/invoice)

YOUR COMPANY NAME: (if contractor or supplier)

License Number:

ADDRESS:

ADDRESS:

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE NUMBERS WHERE YOU CAN BE REACHED:

PHONE NUMBER:

EMAIL:

CONTACT PERSON:

WHAT IS YOUR RELATIONSHIP WITH THE CONTRACTOR/PROJECT:

Owner  Subcontractor  Supplier  General Contractor  Other

### PROJECT TO BE INVESTIGATED

LOCATION OF THE PROJECT (PHYSICAL ADDRESS)

CITY, STATE, ZIP

CONTRACT DATE:

AMOUNT:

AMOUNT PAID:

DATE WORK STARTED:

DATE WORK CEASED:

### INFORMATION ABOUT THE PROJECT

WHAT IS THE TYPE OF PROJECT? Residential  Commercial

WHAT TYPE OF CONSTRUCTION? Addition  Repair  Replacement  New Construction  New Purchase

WHAT TYPE OF CONTRACT WAS INVOLVED? Oral  Written  New Home Purchase Agreement  Other

WERE THERE ANY CHANGE ORDERS? Yes  No

IF YES, WERE THEY Written  Oral  Both

WHAT IS THE NATURE OF YOUR COMPLAINT? Abandonment  Workmanship  Money Owing  Other

HAVE YOU FILED IN COURT TO RECOVER DAMAGES ON THIS COMPLAINT? Yes  No

IF YES, HAS A JUDGMENT BEEN ISSUED? Yes  No

IF YES TO EITHER QUESTION, PLEASE ATTACH APPLICABLE DOCUMENTATION WITH THIS FORM

HAVE YOU MADE ANY ATTEMPTS TO CONTACT THE CONTRACTOR? Yes  No

IF YES, WHAT ATTEMPTS HAVE YOU MADE? Unable to locate  Personal contact  Telephone  Letter

BRIEFLY DESCRIBE THE CONTRACTOR'S RESPONSE:

**PLEASE SEND COPIES OF ALL PAPERS RELATED TO YOUR COMPLAINT**

*Please attach copies of both sides of contracts, cancelled checks, and other pertinent materials.*

### PLEASE NOTE

- If this contractor is licensed, he/she will be informed of this alleged complaint and will be asked to respond. He/she may be asked to contact you in response to the complaint.
- The Arkansas Contractors Licensing Board has no authority or jurisdiction over non-licensed contractors.
- The Arkansas Contractors Licensing Board cannot represent private citizens in court or collect money for you. Please contact an attorney for advice on filing such an action.
- The Arkansas Contractors Licensing Board does not function as a "dispute resolution" board and cannot resolve contractual disputes between the parties involved.
- The Arkansas Contractors Licensing Board is not a code enforcement agency and as a rule, does not enforce code violations.

