

For HBLB Official Use Only

UBT: _____
County: _____
Assigned To: _____



UB INFORMATION FORM

HOMEOWNER:

Name: _____

Address: _____

Telephone: _____

Email: _____

Work Site Address (Include County):

What work was builder hired to perform?

BUILDER:

Name: _____

Company: _____

Address: _____

Telephone: _____

Email: _____

Date of Contract: _____

Last day builder on job: _____

Amount of Contract: \$ _____

Amount paid to builder: \$ _____

Please check the documents provided.

- Contract
- Liens/Judgments
- Written Correspondence with Builder
- Deed
- Building Permit
- Photographs
- Warranty
- Blueprints/Plans
- Front & back copies of cancelled checks
- Other _____

I learned about the Board from:

- Facebook
- Inspections Department
- Internet
- Licensed Builder
- Newspaper
- Other _____

Briefly state problem with builder and/or work performed by builder: (Attach additional sheets if necessary)

Signature

Date