All documents listed below may not apply to your situation. <u>The most important document we need is a copy of the contract.</u>

You can assist the Board with its investigation of your consumer complaint by providing documentation related to your complaint. Please review the documents listed below and indicate which documents you are providing to the Board. Please return the list and the documents to the Board with your consumer complaint form.

1) Contract _____ Yes _____ No
2) Deed _____ Yes _____ No
3) Building Permit _____ Yes _____ No
4) Warranty _____ Yes _____ No
5) Copies of Liens/Judgments _____ Yes _____ No
6) Blueprints/Plans _____ Yes _____ No
7) Written Correspondence with Builder Regarding Complaint _____ Yes _____ No
8) Photographs _____ Yes _____ No
9) Additional Relevant Documentation _____ Yes _____ No

DO NOT STAPLE OR CLIP THE COMPLAINT FORM OR DOCUMENTATION

<u>Do not use this form if builder is NOT licensed**</u>**

DO NOT PUT STICKY NOTES ON ANY DOCUMENTS!!

State of Alabama Home Builders Licensure Board

Consumer Complaint Form

Home Builders Licensure Board
Compliance and Consumer Affairs

P. O. Box 303605
Montgomery, AL 36130-3605

Your Name: _____

Work Telephone Number: _____ Home Telephone Number: _____

Email Address: _____

Your PRESENT Mailing Address:

_____
Address City County State Zip Code

Address for the Residence which is the Subject of this Complaint:

_____
Address City County State Zip Code

Person or Company Named on the Building Permit: _____

Name, Address and Telephone Number of the Residential Builder Involved in this Complaint:

_____
Name Telephone

_____
Address City County State Zip Code

Builder's License Number: _____ _____

Date Contract for Construction/Purchase was Signed: _____

For "New" Home Construction, Date You Took Possession of Residence (Closing Date: _____

For Additions/Remodeling of "Existing" Residence, Date Construction Completed: _____

Contract/Purchase Amount: _____

Are you currently involved in a Legal Action as a result of this matter? ☐ YES ☐ NO

Have you engaged an Attorney to represent you in this matter? ☐ YES ☐ NO

If yes, please provide Attorney's Name, Address and Telephone Number:

_____
Name Telephone

Email Address: _____

_____
Address City State Zip Code

Briefly summarize, **in your own words,** the entire circumstances surrounding your complaint. (Attach additional sheets if necessary.) Additional supporting documentation should be included; however, **supporting documentation cannot replace your written summary of the circumstances surrounding your complaint.**

_____

_____

_____

_____

_____

I understand that the Home Builders Licensure Board will send a copy of this complaint and attached information to the residential home builder against whom this complaint is made.

I wish to file this complaint with your office. I understand that your office does not conduct litigation for individuals in matters which involve purely private controversies. I also understand that I may lose the right to sue about this matter entirely or for part of what I might be entitled to if I wait on action by the Home Builders Licensure Board. I am, however, filing this complaint to notify your office of the activities of this party and to seek any other assistance you may be able to render.

I solemnly swear or affirm that the statements made herein and on any attachments hereto are accurate, complete, and true to the best of my knowledge.

_____
Signature of Homeowner

_____
Date

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned Notary Public, in and for said County and State, personally appeared _____ who is known to me and who, after being first duly sworn, deposes and says that the contents of the foregoing instrument and any attached statement thereto, are true and accurate to the best of his/her knowledge, information and belief, and is submitted voluntarily and under oath.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this the _____day of

_____, _____,

_____
Notary Public

My Commission Expires: _____

(NOTARIAL SEAL)

FOR OFFICE USE ONLY

Other Complaints _____ YES _____ NO

Consumer Complaint File Number: _____

Builder Licensure File Number: _____ Unlicensed Builder _____

Roofer _____YES

REVISED 03/2026