



Breach of Contract Complaint Form

For Owners and Primary Contractors

Before you file a complaint

Before filling out a complaint, you may want to read “Resolving Disputes With Your Contractor.”

You must give the contractor *written* notice that you plan to file a complaint with us at least 30 calendar days before you file the complaint. Even if you are almost out of time to file your complaint, send your notice now and file your complaint 30 calendar days later. (See next page for help.)

If your complaint involves a commercial structure

If the work was performed on a *large commercial structure*, you must file your complaint against a commercial bond.

If the work was performed on a *small commercial structure* and:

- The contractor you are filing against has only a commercial bond, you must file your complaint against the commercial bond.
- The contractor you are filing against has only a residential bond, you must file against the residential bond.
- The contractor you are filing against has both a commercial and residential bond, you may file against either bond.

Filing against commercial bonds requires court action

To access a commercial bond, you must file in court or begin arbitration *before* filing a complaint with us. You must deliver a copy of the court complaint or documents showing you began arbitration to the CCB and to the contractor’s bonding company. Deliver these copies by certified mail, return receipt requested. The CCB and the contractor’s bonding company must receive the copy *before* a judgment or arbitration award is issued and by the earliest of these dates:

- 90 calendar days after you file the court complaint or begin arbitration
- 14 calendar days before the first day of trial or arbitration
- 30 calendar days before a judgment or arbitration award is issued

Complaints against residential bonds

If you are filing against a residential bond, you do not need to file in court or notify the bonding company before filing a complaint with us.

Attaching required documents to your complaint

You will need to attach certain documents, such as invoices, to your complaint. We can process your complaint more quickly if you:

- Use only 8 ½ by 11 size paper. Small items should be taped to the paper.
- Send legible copies, not originals.
- If handwritten, use a black ink pen (not pencil).
- Use white or light paper – other colors do not copy well.
- Do not highlight portions of documents

PRE-COMPLAINT NOTICE REQUIREMENTS

The pre-complaint notice letter you send to the contractor must have all of the following information in it.

1. Date
2. Contractor's Name
3. Contractor's Address - This must be the address shown in the CCB licensing record. You can get this from our website at www.oregon.gov/CCB or by calling us at 503-378-4621.
4. Your letter must state that you intend or plan to file a complaint with the CCB.
5. Your name must be on the letter.

With your complaint form you must send a copy of the letter and a copy of the post office receipt showing that you sent the letter by certified mail, the date you sent the letter, and the address you sent it to. **The receipt must have the postmark stamp it.**

SAMPLES

This is a sample of a properly completed post office receipt with the postmark stamped on it.

This is a sample of what your letter must say:

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$.37
Certified Fee	2.30
Return Receipt Fee (Endorsement Required)	1.75
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 4.42
Sent To	
Street, Apt. No., or PO Box No.	Contractor's Name
City, State, ZIP	Contractor's Address of record city, state zip code

Date (1)

Contractor's Name (2)

Contractor's address (3)

Dear Sir:

I intend to file a complaint with the Construction Contractors Board thirty days after I mail this letter. (4)

Your Name (5)

BREACH OF CONTRACT COMPLAINT
Owner or Primary Contractor

THIS SECTION FOR OFFICE USE ONLY	
File Number	
License Dates	
90-day Period	License Type Complaint Type

1. Person Making Complaint			2. Complaint Against		
Name			Name		
Business Name (If Applicable)			Company		CCB #
Mailing Address			Mailing Address		
City		State	City		State Zip Code
Home Phone ()		Work Phone ()		Phone Number(s) with area codes	
<input type="checkbox"/> Are you a licensed contractor? CCB #			4. Nature of Complaint		
3. Job Site Address			<input type="checkbox"/> Complaint by Owner <input type="checkbox"/> Complaint by Owner – Construction Lien Filed <input type="checkbox"/> Complaint by Primary Contractor against Subcontractor Note: DO NOT USE THIS FORM if you are a material/equipment supplier, a subcontractor, or an employee.		
Street			6. Other Filings		
City		State	City		State Zip Code
5. Contract			<input type="checkbox"/> Check this box if other CCB complaint(s) have been filed affecting this property. (CCB File No.(s) _____) <input type="checkbox"/> Check this box if this issue has been submitted to a court or arbitration for determination or resolution, and attach details.		
<input type="checkbox"/> Oral (Submit checks & invoices to verify contractual relationship)		<input type="checkbox"/> Written (Complete copy of contract must be attached)			
Contract Date	Total Contract Amount	Total Paid to Date			
	\$	\$			
Date Work Started		Date Work Ceased			
What was to be done on the contract (for example, build house, install a roof):					
For New Home Construction Only					
Date structure was completed		Date of Actual Occupancy			
			7. Information Notice <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If you are an owner, did your contractor give you an Information Notice to Owner About Construction Liens?		
			8. Consumer Notification <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If you are an owner, did your contractor give you the Consumer Protection Notice form?		
			9. Notice of Procedure <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If you are an owner, did your contractor give you the Notice of Procedure form?		
			10. Pre-Complaint Notice Date sent _____ You must include copy of the notice and proof of certified mailing.		
Complaint Items: List your breach of contract complaint items on the second page of this form.					

I certify that this complaint form with all attachments are true, complete, and correct to the best of my knowledge and belief.

Date: _____ Signature _____

