



# COMPLAINT FORM

## 1. RESPONDENT (The person against whom the complaint is being made):

Name \_\_\_\_\_ License Number (if known) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Other Information \_\_\_\_\_

## 2. COMPLAINANT (The person making the complaint):

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Best time to contact you \_\_\_\_\_

## 3. Project Address (if applicable):

Street \_\_\_\_\_

City \_\_\_\_\_ Parcel No. (if known) \_\_\_\_\_

4. Do you have design plans prepared by the Respondent?  Yes  No

5. Did you and the Respondent sign a written contract or letter or agreement?  Yes  No



**6. DESCRIBE YOUR COMPLAINT.** Be specific. What happened? Who else is involved, including city or county agencies (names, address, phone numbers)? Give dates and details.

**7.** What do you want the Board to accomplish in resolving your complaint?

*By signing below, I declare that the information contained in this complaint, including any attached pages, is true and correct to the best of my belief.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Mail this form and all supporting documentation to: **State of Nebraska Board of Engineers and Architects, PO Box 95165, Lincoln, NE, 68509-5165.** Include copies of ALL DOCUMENTS, including plans, letters, contracts, agreements, invoices, receipts, correspondence, photographs, etc. Do not send original documents. Attach extra pages if required – be as complete as possible.

**Board Use Only:** Date rec'd: \_\_\_\_\_ Complaint Number: \_\_\_\_\_