

Complaint Against a Dealer, Salesperson or Broker

1. Your Information

Name Title

Home or Business Address

City, State, ZIP, County

Mailing Address (if different from above)

City, State, ZIP, County

Home Phone: (_____) _____ Business Phone:(_____) _____

2. Inspection Dealer/Broker Information

Inspector Name Telephone:(_____) _____

Inspection Agency or Department Name

Street Address

City, State, ZIP, County

If you have spoken about this problem with other members of the city, please list their names, titles and phone numbers if known:

3. Retail Dealership Information

The information on the retail dealer and manufacturer is on the sales contract, or on the data plate. Even if the retail dealer or manufacturer is currently out of business, that information is still needed to process your complaint.

Home is (check one): New Used Repossessed

Retailer Name Telephone (if known): (____) _____

Business Address

City, State, ZIP, County

4. Manufacturer Information

Manufacturer's Name Telephone (if known): (____) _____

Address

City, State, ZIP, County

5. Set-Up Person, Installer

(Office Use Only >>> License# _____)

Installer's Name Telephone (if known): (____) _____

Address

City, State, ZIP, County

6. Manufactured Home Information and Identification from Data Plate

Address of the Home

Permit Number(s)

Homeowner Name Date Home Manufactured: _____

Serial Number: _____ HUD Label Number: _____

Length: _____ Width: _____ **Check One:** Double wide Single wide Other (specify) _____

Date of Purchase: _____ Date of Delivery: _____

1. Was home moved from its original set-up/installation site? Yes No
If yes, when? (Date) _____
2. Have you previously filed a complaint with this office? Yes No If yes, what was the complaint number assigned? (if known): _____
3. Have you contacted an inspector, his/her supervisor or anyone else in the inspection agency concerning your complaint? Yes No If yes, was this notification: Written or Verbal ?
4. Have you retained legal representation concerning this complaint? Yes No
If yes, please provide the name, address and phone number of your attorney:

Complaint Description

Describe the concerns you have with this dealer, broker or salesperson. Please include information including the sequence of events, copies of any documents, permits, red tags and inspection notices.

The information given above is true to the best of my knowledge and belief. I understand a copy of this form and all documents relating to my complaint may be forwarded to the inspection agency about which I have filed this complaint.

Complainant Signature (sign and date the form or it will be returned) _____ Date _____

NOTE: The homeowner's signature will be required if the home is to be inspected or if mediation takes place in the home.

Homeowner Signature _____ Date _____