



CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION
2420 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834
MAIN (916) 574-7220 FAX (916) 575-7283
WWW.CAB.CA.GOV
CAB@DCA.CA.GOV

Edmund G. Brown Jr.
GOVERNOR

CONSUMER COMPLAINT FORM

1. SUBJECT (Person Complaint is Against)

Last Name	First Name	Middle Name
Business Name		
Business Address		
City	State	Zip Code
Business Phone ()	Home Phone (If Known) ()	Architect License Number (If Known)

2. COMPLAINANT (Person Making the Complaint)

Last Name	First Name	Middle Name
Address		
City	State	Zip Code
Business Phone ()	Home Phone ()	Best Time of Day to Contact You

3. What is the property address of the project? _____

4. Did you and the subject sign a written agreement before any services were rendered?
(If yes, please attach a copy.)..... YES NO
If you did not have a written contract or agreement, please provide a detailed description of the scope of
services the subject was to provide for this project: _____

5. Do you have copies of cancelled checks or other evidence of payment to the subject?
(If yes, please provide copies.)..... YES NO

6. Do you have design plans prepared by the subject? (If yes, please provide copies.)..... YES NO

7. What is the current status of the project? _____

8. Did the building department require an architect or other licensed professional for this project? YES NO
9. Did the subject explain the construction process and terms of the contract for services prior to starting work on the project? YES NO
10. Indicate the type of structure involved in this project:
 Single-family residential
 Multi-unit residential
 Nonresidential less than 100,000 sq. ft.
 Nonresidential over 100,000 sq. ft.
 Specialized such as essential services, buildings, hospitals, schools
11. What is/was the estimated cost of construction for the project? _____
12. Have you discussed your complaint with the subject? YES NO
13. Have you contacted an attorney regarding this matter? YES NO
 If so, provide your attorney's name, address, and phone number: _____

14. Have you filed a claim in any court regarding this complaint? YES NO
 If so, name court: _____
 Indicate hearing date, if scheduled: _____
15. Describe the events which led to your complaint and specify pertinent dates, monies paid, balances owed, amounts claimed by third parties, etc. on a separate piece of paper and attach it to this complaint form. Please attach any documentation that will help support your complaint.

The filing of this complaint does not prohibit you from filing a civil action. Please read the following statement and sign and date the form where indicated:

I hereby certify under penalty of perjury under the laws of the State of California that to the best of my knowledge all of the above statements are correct. If called upon, I will assist in the investigation or in the prosecution of the subject of this complaint or other involved parties, and will, if necessary, swear to a complaint, attend hearings and testify to facts.

YOUR SIGNATURE _____ **DATE** _____

The following questions are optional, however, the California Architects Board would appreciate your cooperation in completing the questions. The information is confidential and will be used for statistical purposes to guide the Board in future decisions.

1. How did you choose the architect you hired for your project? (For example: personal recommendation, research, phone book listing, other method) _____

2. Have you ever used the services of an architect prior to this project?
____ No, I have not used the services of an architect prior to this project.
____ Yes, I have worked with the same architect
____ on _____ (Indicate the number) past projects.
____ Yes, I have worked with a different architect(s) on _____ (Indicate the number) past projects.

3. How many architects did you interview before you made a selection? _____

4. What is your occupation? _____

5. Did you read the Board's publication Consumer's Guide to Hiring an Architect prior to beginning the project? YES NO

If so, did you find the publication helpful? _____

6. Did you contact the California Architects Board to verify the architect's license status and check on any history of complaints prior to the beginning the project?..... YES NO