



## CONSUMER COMPLAINT FORM

The filing of this complaint does not prohibit you from filing a civil action.

### Subject (Person Complaint is Against)

Last Name:	Suffix:	Architect License Number (If Known): C-
First Name:	Middle Name:	
Business Name:		
Business Address:		

City:	State/Province:	ZIP/Postal Code:
Country:	Email (If Known):	
Business Phone:	Home Phone (If Known):	

### Complainant (Person Making the Complaint)

Last Name:	Suffix:	First Name:	Middle Initial:
Address:			
City:	State/Province:	ZIP/Postal Code:	
Country:	Email:		
Daytime Phone:	Evening Phone:	Best Time of Day to Contact:	

**PRIOR TO SIGNING THIS FORM, REVIEW ALL INFORMATION.**

I certify and declare under penalty of perjury under the laws of the State of California that all of my representations on this Consumer Complaint Form (including reverse and attachments) are true, correct, and contain no material omissions of fact to the best of my knowledge and belief. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## General Information

1. What is the property address of the project?

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2. Did you and the Subject sign a written agreement before any services were rendered?  YES  NO

If **YES**, please attach a copy.

If you do 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.

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3. Do you have copies of canceled checks or other evidence of payment to the Subject?  YES  NO

If **YES**, please provide copies.

4. Do you have design plans prepared by the Subject?  YES  NO

If **YES**, please provide copies.

5. What is the current status of the project?

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6. Did the building department require an architect or other licensed professional for this project?  YES  NO

7. Did the Subject explain the construction process and terms of the contract for services prior to starting work on the project?  YES  NO

8. Indicate thy type of structure involved in this project:

Single-family residential

Multi-unit residential

Nonresidential less than 100,000 square feet

Nonresidential over 100,000 square feet

Specialized structure, such as essential services buildings, hospitals, schools.

9. What is/was the estimated cost of construction for the project?

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10. Have you discussed your complaint with the Subject?  YES  NO

11. Have you contacted an attorney regarding this matter?  YES  NO

If **YES**, please completed the information below:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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12. Have you filed a claim in any court regarding this complaint?  YES  NO

If **YES**, please complete the information below:

Name of Court: \_\_\_\_\_

Hearing Date (if scheduled): \_\_\_\_\_

13. Please describe (on a separate sheet of paper and attach) the events which led to your complaint and specify pertinent dates, monies paid, balances owed, amounts claimed by third parties, etc. Please attach any documentation that will help support your complaint.

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## Additional Information

The following questions are optional; however, the California Architects Board (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.

14. How did you choose the architect you hired for your project (e.g., personal recommendation, research, phone book listing, etc.)?

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15. 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 number) of past projects.
- Yes, I have worked with a different architect(s) on \_\_\_\_\_ (indicate number) of past projects.

16. How many architects did you interview before you made a selection? \_\_\_\_\_

17. What is your occupation?

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18. Did you read the Board's *Consumer's Guide to Hiring an Architect* prior to beginning the project?  YES  NO  
If **YES**, did you find the publication helpful?

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