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

   --------------------------------------------- Telephone (if known): (______) ________

   Retailer Name

   Business Address

   City, State, ZIP, County

4. **Manufacturer Information**

   --------------------------------------------- Telephone (if known): (___) ______

   Manufacturer’s Name

   Address

   City, State, ZIP, County

5. **Set-Up Person, Installer**

   (Office Use Only >>> License#____________)

   --------------------------------------------- Telephone (if known): (___) ______

   Installer’s Name

   Address

   City, State, ZIP, County

6. **Manufactured Home Information and Identification from Data Plate**

   Address of the Home

   Permit Number(s)

   ____________________________ Date Home Manufactured: __________________

   Homeowner Name
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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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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 __________________________