



## 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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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 \_\_\_\_\_