



NEVADA STATE BOARD OF ARCHITECTURE, INTERIOR DESIGN & RESIDENTIAL DESIGN

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CONSUMER COMPLAINT FORM

1. Subject (person complaint is against)

Full name _____

Business Name _____

Business Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Home Phone _____ License No. _____

(if applicable)

2. Complainant (person making the complaint)

Full name _____

Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Home Phone _____ Best time of day
to contact you _____

Email Address _____

3. Project address

Address _____

City _____ Parcel No. (if known) _____

4. Do you have copies of cancelled checks or receipts or other forms of payment to the subject? (If yes, please provide copies) Yes No

5. Do you have design plans prepared by the subject? (If yes, please provide copies) Yes No

6. Did you and the subject sign a written contract or letter of agreement before services were rendered? (If yes, please provide copies) Yes No

If you did not have a written contract or agreement, on a separate sheet of paper, please provide a detailed description of the scope of services the subject was to provide for this project.

7. Describe your complaint on a separate sheet of paper. Be sure to include pertinent dates.

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

I hereby certify under penalty of perjury under the laws of the state of Nevada 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.

Signature _____ Date _____