COMPLAINT FORM – CONTRACTOR

Important information about filing a complaint. RICO’s jurisdiction is limited to violations of Hawaii’s licensing laws and rules. Violations vary depending on the license type involved. As part of the review and investigation process, the company or individual you are complaining about may be informed of this matter and provided information about your complaint. Additional information about the industries RICO regulates, applicable licensing laws and rules, and a list of Frequently Asked Questions is available on the RICO website, as well as a fillable version of this and other RICO complaint forms. If you want to report on-going unlicensed activity, please complete the Report of On-Going Unlicensed Activity form.

COMPLAINTANT INFORMATION (Your information)

☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs.

(Last Name) (First Name) (Middle Name)

Your mailing address:

Telephone numbers (☑ check best number to reach you at):

☐ Daytime phone: (                   )

☐ Residence phone: (                   )

Your email:

☐ Cellular phone: (                   )

Are you filing on behalf of a business or organization? ☐ Yes ☐ No

If yes, please provide the name of your business/organization:

Hawaii law provides for enhanced penalties in certain situations where the affected person is 65 years of age or older. If your dispute affects a person who may be 65 or older, please ☐ check here (this information is voluntary).

If someone is representing the COMPLAINANT, please complete this section.

Representative’s Name ___________________________ Mailing Address ___________________________ Phone No. ___________________________

Representative’s relationship to the COMPLAINANT: ___________________________

If court appointed to assist the COMPLAINANT, please provide proof of legal guardianship.

Signature of COMPLAINANT authorizing RICO to work with representative: ___________________________

Explain here if COMPLAINANT is unable to sign: ___________________________
RESPONDENT INFORMATION (Person or business your complaint is against)
Please complete one complaint form per respondent.

Respondent: □ Business or □ Individual

Address:  
Telephone No.: (    )
Fax: (   )

Email:  
Is the business or individual you are complaining about licensed? □ Yes □ No □ Don’t know

Website Address: 
List any professional license number(s) here:

Name of person(s) you dealt with:

PROJECT INFORMATION

Address where project is located:  
Owner’s name:

Address type: □ Business or □ Residential  
Telephone number at project: (    )

Contract date:  
Contract price:  
Amount paid on contract:  

Who presented the contract?  
Were you provided information about lien and bond rights? □ Yes □ No □ Don’t Know

Date work started:  
Is work ongoing? □ Yes □ No  
If no, the date work stopped:

Project type: □ New construction □ Addition □ Repair/replace □ Other_________________________

Building permit? □ Yes □ No  
If yes, was the permit obtained by: □ Contractor □ Homeowner □ Don’t Know

Were there subcontractors working on the project? □ Yes □ No  
If yes, have they been paid? □ Yes □ No □ Don’t Know

Were materials purchased for the project? □ Yes □ No  
If yes, have they been paid for? □ Yes □ No □ Don’t Know

Did you receive a written estimate from another contractor to correct or complete the work? □ Yes □ No

If yes, please provide the name of the contractor here and attach a copy of the estimate:

DESCRIBE YOUR DISPUTE
Please briefly explain your complaint (attach a separate sheet if necessary). If possible, include a timeline of events and approximate dates.

____________________________________________________________________

____________________________________________________________________

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____________________________________________________________________

____________________________________________________________________
If you have any of the following documents, please indicate by checking the box(es) and attaching **COPIES** of the documents. **Do not submit originals:** we are unable to return documents to you.

- Advertisements (flyers, brochures, newspaper/internet ads)
- Business cards
- Copies of correspondence (letters, emails, notes)
- Proposals or estimates
- Plans or specifications
- Contracts or agreements
- Change orders
- Building permits
- Invoices or billing statements
- Proof of any payments made (receipts, cancelled checks [front and back], credit card receipts)
- Any written warranties, promises, or guarantees
- Photos
- Other (please list)__________________________

☐ Check here if no attachments are included

Description of any payments made (attach additional pages if necessary):

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<th>Paid to</th>
<th>Method</th>
<th>If paid by check</th>
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TOTAL PAID $  

If no payments were made, please explain:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
DID YOU ATTEMPT TO RESOLVE YOUR DISPUTE?

If your dispute involves a licensed business or individual, RICO recommends that you attempt to resolve your dispute with the licensee before filing a formal complaint. Please note unlicensed companies and individuals are not authorized to perform work that requires a license, therefore, RICO cannot recommend resolution of unlicensed complaints that involve additional or corrective work.

Did you contact the respondent to try and resolve your dispute? ☐ Yes ☐ No  Please explain any attempts you made to try to resolve the dispute. Indicate if you did not receive a response or you were otherwise unable to contact the business or individual your dispute is about.

Have you filed a lawsuit or other legal action (for example, mediation or arbitration) related to your dispute? ☐ Yes ☐ No

If yes, please provide the following:

1) Name of the court: ___________________________________________________________________________________

2) Case number, if any: _______________________________________________________________________________ 

3) Attach copies of any relevant documents including any judgments or orders issued in the case.

Have you reported your complaint to any other law enforcement or government agency? ☐ Yes ☐ No

If yes, please provide the following:

1) Name of the agency: __________________________________________________________________________________

2) Approximate date when you filed your report or complaint: ___________________________________________________________________________________

3) Report or complaint number, if any: _______________________________________________________________________

ADDITIONAL QUESTIONS

Other agency referral: If upon review RICO believes a referral to another government agency is appropriate, do you consent to have your complaint sent to that agency for review? ☐ Yes ☐ No

If we are able to assist, what would your desired resolution be? Although our primary role is to enforce regulatory laws and rules, sometimes we are able to achieve some sort of resolution on the part of complaining parties. IF we are able to assist, what would your desired resolution be? (Again, as a government agency, RICO represents the State of Hawaii as a whole. We do not represent you in your dispute and strongly advise all consumers immediately explore any civil remedies they may have.)

CERTIFICATION

RICO requires complainants complete, sign, and certify below. We can assist you if you are unable to sign or otherwise complete this form. Knowingly submitting false or untrue information may constitute a violation of Hawaii Revised Statutes §710-1063.

I certify that all statements and attachments provided to RICO as part of this complaint are true and correct to the best of my knowledge.

I understand investigation and prosecution is at the discretion of the agency and that RICO does not represent me in this dispute.

Complainant’s/Representative’s signature: ____________________________ Date: ____________________________

Print name here: ____________________________  ☐ Check here if signing as representative

Mail completed complaint forms to:
Regulated Industries Complaints Office
Attention: Consumer Resource Center
235 South Beretania Street. 9th Floor
Honolulu, Hawaii 96813

Complaint forms are accepted at neighbor island RICO offices for mailing.

This material is available in alternate formats including large print.
For assistance, please contact the RICO Complaints and Enforcement Officer at 586-2666.