

LANDSCAPE CONTRACTORS BOARD (LCB)
STATEMENT OF CLAIM FORM
OWNER OR PRIME/SUBCONTRACTOR



**INSTRUCTIONS FOR COMPLETION
OF THE STATEMENT OF CLAIM FORM**

1. **Claims may only be filed up to one year** after the date the work was substantially completed. Claims are for a breach of contract, negligent or improper work, liens or unpaid labor only.
2. **Caution: Using E-Mail to Communicate with the LCB.** E-mail is not a reliable method to send information to the LCB. The state e-mail filters may delete your e-mail before we receive it or we may delete the e-mail thinking it is spam.
3. Complete all applicable boxes on the form and date and sign the form at the bottom. If you do not give all required information or do not sign the form, it will result in delaying the processing of your claim. **However, if you do not have the landscape contracting businesses' LCB number, you can leave that space blank and we will search our records for the number.**

**FAILURE TO PROVIDE ALL INFORMATION REQUIRED MAY RESULT IN A
DELAY IN PROCESSING OF YOUR CLAIM OR A DISMISSAL OF YOUR CLAIM.**

4. You are required to notify the LCB within 10 days if you change your address. Both parties may receive certain legal documents by first class and/or certified mail during the processing of this claim. These documents may require action by a particular date. **You are responsible for picking up your mail and responding in a timely manner.**
5. Box 5 of the complaint form is for information about your contract with the landscape contracting business. **You must fill in this area.** Be sure to fill in all dates and include the month, date, and year. We cannot use documents you send us to fill in the form for you or assume what information should be on the form.

6. Proof of Contract:

- If you had an oral contract for the work, you must send documents to prove you had a contract. Those documents could be invoices, billings, both sides of canceled checks, written statements, etc. Make sure the copies sent to this office are clear and legible.
- If you had a written contract for the work, you must send a copy of every page of that contract.

FAILURE TO PROVIDE A COMPLETE COPY OF YOUR WRITTEN CONTRACT OR OTHER CONTRACT DOCUMENTS, MAY RESULT IN A DELAY IN PROCESSING YOUR CLAIM OR A DISMISSAL OF YOUR CLAIM.

7. On page 2 of the complaint form be sure to give a brief, numbered list of exactly what work items you believe the business did wrong, did not finish, or did not start. If the claim is not for negligent or improper work, clearly state what the business did that breached your contract and what you want us to help you resolve.
8. Be sure to date and sign the claim form.
9. **Other Information (Section 6):** If you or the business have filed a complaint in court that relates to the same facts and issues contained in the Statement of Claim, you must submit a a copy of the court filing.
10. **Other Information (Section 7):** Provide the total dollar amount associated with the damage you are claiming, if possible. If you have documentation that shows the dollar amount of your alleged damages, please submit it along with your claim form.
11. **Directions to Job Site (Section 9):**
Please provide written directions or a simple drawing to the job site. Your directions or map should begin with an exit from a major highway.

LIEN DOCUMENTS

The person or business filing the lien is call the "Lienor".

You must also send all of the following, if applicable:

A copy of the Notice of Right to a Lien that the lienor gave you when they either delivered materials or began their work.

A copy of the recorded construction lien showing the county recorder's stamp and date of filing information.

Proof that you paid the landscape contracting business for the work and materials.

A copy of each invoice or billing from the landscape contracting business.

A copy of an invoice from the lienor.

Any foreclosure documents.

Additional documents you might need to provide

If you paid the lien to keep a foreclosure suit from being filed or for any other reason, you need to send documents to show that you paid to have the lien removed and the amount you paid.

If the lienor filed a foreclosure suit to collect on the lien, you must also send a copy of that foreclosure suit.

GUIDELINES FOR FILING A CLAIM

- 1. Use 8 ½” by 11” (normal letter size) paper whenever possible. If you have smaller items, please copy them onto 8 ½” by 11” paper. For two-sided items such as checks, photocopy each side. SEND LEGIBLE COPIES, NOT ORIGINALS.**
- 2. If you send photos, videotapes, or audiotapes** please send two copies. The extra copy will be sent by this office to the landscape contracting business. You may also be requested to submit an additional copy further in the process if this claim goes to hearing.
- 3. Do not use pencil** because it does not copy well.
- 4. Do not put documents in notebooks or binders. These do not fit in our files. Please do not attach post-it notes to any documents or information.**
- 5. Allow at least a ½” margin on all sides of each page, and do not write on both sides of the paper.**
- 6. Use white or very light colored paper.** Other colors of paper do not copy well.
- 7. Do not highlight portions of documents.** If you highlight portions of documents, please remember that when photocopied, the highlighted areas may black out the text behind it.
- 8. Do not use staples.**

Failure to complete the Statement of Claim form or provide documentation through the claim process may result in the closure of your claim. If your claim is closed, you will lose potential access to the landscaping business' bond.

Landscape Contractors Board
 2111 Front St NE Ste 2-101
 Salem OR 97301
 Telephone: (503) 967-6291
 Fax: (503) 967-6298
 www.lcb.state.or.us

STATEMENT OF CLAIM OWNER OR PRIME OR SUB CONTRACTOR

THIS BOX FOR OFFICE USE ONLY	
Claim Number _____	
License Dates: _____ License Type: _____ Bond Info: _____	
OFFICE DATE STAMP	

1. PERSON FILING CLAIM (Claimant): Name _____ Business Name (If Applicable) _____ Mailing Address _____ City _____ State _____ Zip Code _____ Phone _____ E-Mail _____ () _____ Are you a licensed landscape contractor or construction contractor? LCB/CCB # _____			2. CLAIM AGAINST (Respondent): Name _____ Company _____ License No. _____ Mailing Address _____ City _____ State _____ Zip Code _____ Phone Number(s) with area codes _____								
3. JOB SITE ADDRESS (if different) Street _____ City _____ State _____ Zip Code _____			4. TYPE OF CLAIM <input type="checkbox"/> Breach of Contract Claim <input type="checkbox"/> Negligent or Improper Work Claim <input type="checkbox"/> Claim by Prime Contractor against Sub <input type="checkbox"/> Claim by Sub against Prime Note: If claim by material or equipment supplier, use Form Statement of Claim – Material/Equipment. For claim by employee use Form Statement of Claim - Employee.								
5. CONTRACT <input type="checkbox"/> Oral (Submit checks & invoices) <input type="checkbox"/> Written (Complete copy of contract must be attached) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Date</td> <td style="width: 30%;">Total Contract Amount \$ _____</td> <td style="width: 50%;">Total Paid to Date \$ _____</td> </tr> <tr> <td>Date Work Started (mm/dd/yy)</td> <td colspan="2">Date Work Ceased (mm/dd/yy)</td> </tr> </table>						Contract Date	Total Contract Amount \$ _____	Total Paid to Date \$ _____	Date Work Started (mm/dd/yy)	Date Work Ceased (mm/dd/yy)	
Contract Date	Total Contract Amount \$ _____	Total Paid to Date \$ _____									
Date Work Started (mm/dd/yy)	Date Work Ceased (mm/dd/yy)										
6. OTHER <input type="checkbox"/> Check this box if this issue has been submitted to a court or arbitration for determination or resolution and attach court documents.											
7. Additional Info. What is the amount you are claiming? \$ _____ Have you contacted the business to resolve the matter? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> When? _____ Result? _____											

I certify that the foregoing statement of claim with all attachments are true, complete, and correct to the best of my knowledge and belief.

Signature: _____ Date _____

