



Breach of Contract Complaint Form

for Property Owners and Primary Contractors
(Large Commercial)

Before filling out a complaint, you may want to read “Resolving Disputes With Your Contractor.”
<https://www.oregon.gov/CCB/Documents/pdf/resolvingdisputeswithyourcontractor.pdf>

You may also want to view the license of the contractor you are filing against and verify that they hold a commercial endorsement. You can do this at www.oregon.gov/CCB

If you are filing against a commercial contractor, you must file a court action or begin arbitration *before* filing a complaint with us.

You must deliver a copy of the court/arbitration filing and a completed CCB complaint form to the CCB and to the contractor’s bonding company by certified mail, return receipt requested *within* 90 calendar days after you file the court complaint or begin arbitration *and* at least 30 days *before* a judgment/arbitration award is issued.

You will need certain required documents for your complaint.

- A *Completed* Breach of Contract Complaint form.
- ***All*** documentation showing a contractual relationship. (example: copy of the contract, invoices, estimates, front & back copy of checks, etc.)
- A copy of your court/arbitration filing.

We can process your complaint more quickly if you:

- Use only 8 ½ by 11 size paper. Small items should be taped to blank paper. *No* staples.
- Send legible copies, not originals and if handwritten, use a black ink pen (not pencil).
- Use white or light paper – other colors do not copy well and do *not* highlight portions of documents.
- Do not submit documents in binders, notebooks, flash drives, or compact discs.
- Do not submit photographs.

Submit your complaint by e-mail at disputes@ccb.oregon.gov or by regular mail to CCB, Attn: Dispute Resolution, PO Box 14140, Salem, OR 97309-5052.

If you need any assistance, either e-mail us at disputes@ccb.oregon.gov or call us at 503-934-2247.

Construction Contractors Board OFFICE DATE STAMP
 PO Box 14140
 Salem, OR 97309-5052

THIS SECTION FOR OFFICE USE ONLY		
File Number		
License Dates:		
90 Day Period	License Type	Complaint Type

BREACH OF CONTRACT COMPLAINT
 Owner or Primary Contractor

1. Person Making Complaint
 Name: _____

Business Name(if Applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____

Are you a licensed contractor? If Yes: CCB License #:
 Yes No

2. Complaint Against
 Name: _____

Company: _____ CCB #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers with Area Codes: _____

Email Address: _____

3. Job Site Address
 Street: _____

City: _____ State: _____ Zip Code: _____ County: _____

5. Nature of Complaint
 Complaint by Owner Construction Lien Filed
 Complaint by Primary Contractor against Subcontractor
NOTE: DO NOT USE THIS FORM if you are a subcontractor, material/equipment supplier or an employee.

6. Other Filings (Check only the boxes that apply)
 Another CCB complaint has been filed regarding this property.
 CCB File No.(s): _____
 This issue has been submitted to a court or arbitration for determination or resolution, and the details are attached.

4. Contract
 Oral (Submit checks & invoices to verify contractual relationship)
 Written (Complete copy of contract must be attached)

Contract Date: _____

Total Contract Amount: \$ _____

Total Paid to Contractor: \$ _____

Date Work Started: _____

Date Contractor Ceased Work: _____

7. If you are an Owner: Did the contractor give you the following Notices?

Info Notice About Const.Liens? Yes No
 Consumer Protection Notice? Yes No
 Notice of Procedure? Yes No

What work was to be performed under the contract? (Example: build house; install a roof)

8. Employees
 Were there employees of the contractor on the job during construction? Yes No

For New Home Construction Only

Date Structure Completed: _____

Date of Actual Occupancy: _____

9. Corrections

Has the work been corrected at this time? Yes No
 Have you hired another contractor to correct the work? Yes No

10. Structure Type Small Commerical Large Commercial

11. Pre-Complaint Notice You MUST include a copy of the notice and proof of certified mailing. **Date Mailed:** _____

**RETURN ALL PAGES TO CONSTRUCTION CONTRACTORS BOARD
 DO NOT SEND PROCESSING FEE WITH THIS FORM**

