



Breach of Contract Complaint Form For Employees

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 an endorsement. You can do this at www.oregon.gov/CCB

If your complaint involves a residential contractor: You must first send the contractor written notice (pre-complaint) by certified mail that you plan to file a complaint. We cannot accept your complaint until 30 days after you have mailed this notice. The law requires only that the notice be mailed, not that the contractor receive it. You can use the CCB notice at: https://www.ccb.state.or.us/PreClaim/preclaim_notice.htm

The pre-complaint notice you send to the contractor must have all of the following information in it:

1. Date
2. Contractor’s Name
3. Contractor’s Address - This must be the address shown in the CCB licensing record.
You can get this from our website at www.oregon.gov/CCB or by calling us at 503-378-4621.
4. Your letter must state that you intend or plan to file a complaint with the CCB.
5. Your name must be on the letter.

If your complaint involves 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.

Attaching required documents to your complaint

You will need to attach certain documents, such as invoices, to your complaint.

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.
- Your complaint must be **received** by the CCB no later than one year after the date the wages were earned.

Submit your complaint by fax at 503-373-2007, 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 sending by regular mail, please send the complaint at least two weeks before the deadline to ensure timely receipt.

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

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
Employee

Use this form only if you performed construction work for the contractor as an employee. If you worked as a Subcontractor, or Material/Equipment Supplier you must use the Subcontractor/Material/Equipment Supplier complaint form.

Person Making Complaint: Name			Complaint Against: Name		
Mailing Address			Company		CCB #
			Mailing Address		
City	State	Zip Code	City	State	Zip Code
Phone: ()			Phone: ()		
Email Address:			Email Address:		
Pre-complaint notice Date sent _____ (Include copy of notice and proof of certified mailing)					
Other Filings					
<input type="checkbox"/> Check this box if other CCB complaint(s) have been filed affecting this property (CCB File No.(s) _____)			<input type="checkbox"/> Check this box if this issue has been submitted to court or arbitration for determination or resolution, and attach details		

A. Total amount earned \$ _____

B. Total amount received to date \$ _____

Total amount claimed (A minus B) \$ _____

*I certify that all information on this complaint form and attachments is true, complete, and correct to the best of my knowledge and belief. By signing this form I hereby consent that my contact information as detailed on this form may be used by a third party for mediation scheduling. **YOU MUST SIGN THIS FORM OR IT MAY DELAY PROCESSING OF YOUR COMPLAINT.***

Date: _____ Signature _____

Do not send processing fee with this form.
 Continue to Page 2

BREACH OF CONTRACT COMPLAINT

Employee Page 2 – Employment Details

FOR OFFICE USE ONLY
File Number

Structure Types

For each invoice listed under item 6 of this form, you must check the appropriate box for the type of structure located at the job site where the work covered by that invoice was performed. The following are the structure type definitions:

Residential structure means a residence that is a site-built home; a structure that contains one or more dwelling units and is four stories or less; a condominium, rental residential unit or other residential dwelling unit that is part of a larger structure (if the property interest in the unit is separate from the property interest in the larger structure); a modular home constructed off-site; a manufactured dwelling; or a floating home. An appurtenance (such as a sidewalk, driveway, deck, fence, garage, or shop building) to one of these structures is also considered part of a residential structure.

Small commercial structure means: (1) A structure that is not a residence with a ground area of 10,000 square feet or less and a height from the top surface of the lowest flooring to the highest interior overhead finish of the building of 20 feet or less; (2) an appurtenance (such as a sidewalk, driveway, deck, or fence) to one of these structures; (3) a structure that is not a residence that is a leasehold, rental, or other unit and that is part of a larger structure, if the unit has a ground area of 12,000 square feet or less and a height from the top surface of the lowest flooring to the highest interior overhead finish of the unit of 20 feet or less; or (4) A structure of any size that is not a residence for which the contract price of all construction to be performed on the structure does not total more than \$250,000.

Large commercial structure means any structure not fitting the above definitions. This includes work on a street, a public works project, an apartment or condominium building more than four stories high, a structure not used as a residence that is more than 10,000 square feet in ground area or more than 20 feet high, or a leasehold or rental unit in a larger structure not used as a residence that is more than 12,000 square feet in ground area or more than 20 feet high.

Employment Details

Use a separate line for each job site where you worked. Be sure the job site addresses listed include the street address, city, and state.

Date started	Date stopped	Unpaid Hours Worked	Hourly Wage	Complete Job Site Address Street address, city, and state	Structure Type
8/10/14 SAMPLE	8/12/14	24	\$15	700 Summer St Salem, OR 97305	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Small Commercial <input type="checkbox"/> Large Commercial

Date Started	Date Stopped	Unpaid Hours Worked	Hourly Wage	Complete Job Site Address Street address, city, and state	Structure Type
					<input type="checkbox"/> Residential <input type="checkbox"/> Small Commercial <input type="checkbox"/> Large Commercial
					<input type="checkbox"/> Residential <input type="checkbox"/> Small Commercial <input type="checkbox"/> Large Commercial
					<input type="checkbox"/> Residential <input type="checkbox"/> Small Commercial <input type="checkbox"/> Large Commercial
					<input type="checkbox"/> Residential <input type="checkbox"/> Small Commercial <input type="checkbox"/> Large Commercial
					<input type="checkbox"/> Residential <input type="checkbox"/> Small Commercial <input type="checkbox"/> Large Commercial
					<input type="checkbox"/> Residential <input type="checkbox"/> Small Commercial <input type="checkbox"/> Large Commercial

If you need to enter more job sites, continue to Page 3. Otherwise, go to Page 4.

BREACH OF CONTRACT COMPLAINT

Employee

Page 4 – Calendar

FOR OFFICE USE ONLY
File Number

Enter all days and hours you worked for the contractor but were not paid for. Place the date in the small square and the number of hours worked in the large square.

You may copy as many of these pages as you need.

MONTH		YEAR				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

MONTH		YEAR				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						