



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 fax at 503-373-2007, by e-mail at disputes@ccb.state.or.us 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.state.or.us or call us at 503-934-2247.

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

BREACH OF CONTRACT COMPLAINT

Owner or Primary Contractor

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

1. Person Making Complaint
 Name: _____
 Business Name(if Applicable): _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ County: _____
 Work Phone: _____ Home Phone: _____ Cell Phone: _____
 Email Address: _____

2. Complaint Against
 Name: _____
 Company: _____ CCB #: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Numbers with Area Codes: _____
 Email Address: _____

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

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.

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

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.

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**

