



Breach of Contract Complaint Form

For Subcontractor/Material/Equipment Suppliers

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 work was performed (subcontractors) or one year from the date the materials were sold (material/equipment suppliers).

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.

