

TOWN OF SOUTHAMPTON

ANTHONY D'ITALIA
CHAIRMAN

**Department of Land Management
Licensing Review Board**

116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 702-1826

Fax: (631) 287-5754



JAY SCHNEIDERMAN
TOWN SUPERVISOR

HOME IMPROVEMENT CONTRACTOR/REGISTERED PLUMBER

Complaint Form

A complaint is hereby made to the Southampton Town Licensing Review Board in accordance with Chapter 143 of the Town Code. PLEASE attach any correspondence.

COMPLAINANT INFORMATION

CHECK ONE

- Homeowner
- Agent

LAST NAME

FIRST NAME

(PHONE #)

MAILING ADDRESS

PROPERTY LOCATION (IF DIFFERENT)

SUFFOLK COUNTY TAX MAP # 473689 - _____ - _____ - _____

CONTRACTOR/PLUMBER/ELECTRICIAN INFORMATION

BUSINESS NAME

(PHONE #)

OWNER'S FIRST NAME

LAST NAME

BUSINESS MAILING ADDRESS

CONTACT PERSON (IF DIFFERENT FROM OWNER)

(PHONE #)

SOUTHAMPTON TOWN HOME IMPROVEMENT LICENSE/REGISTRATION # _____

UNLICENSED

IS THERE A WRITTEN HOME IMPROVEMENT CONTRACT? NO YES (copy attached)

IF YOU HAD AN ORAL AGREEMENT, PLEASE DESCRIBE THE NATURE AND CONDITIONS; INCLUDING THE PERSON (S) THIS AGREEMENT WAS NEGOTIATED WITH (PLEASE ATTACH ADDITIONAL SHEETS, IF APPLICABLE). _____



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WAS THERE A BUILDING PERMIT ISSUED FOR THE HOME IMPROVEMENTS PERFORMED?

YES, PERMIT # _____ NO, DIDN'T FILE NO, NOT NECESSARY

HAVE YOU FILED WRITTEN COMPLAINTS WITH THE CONTRACTOR OR ANOTHER AGENCY?

NO YES IF YES, PLEASE LIST WHEN, TO WHOM, AND ATTACH COPIES.

DESCRIBE THE NATURE OF YOUR COMPLAINT AGAINST THIS HOME IMPROVEMENT CONTRACTOR/REGISTERED PLUMBER/ELECTRICIAN (REFER TO THE ATTACHED COPY OF CHAPTER 143-11B FOR A GUIDELINE AND CIRCLE ANY/ALL THAT APPLY).

EXAMPLE: STARTING WITH THE OLDEST CONTRACT TO THE PRESENT, POINT OUT DATES, PAYMENTS, CORRESPONDENCE, WORK ORDERS, COMPLAINTS, FAILED BUILDING INSPECTIONS, ETC. PLEASE ATTACH COPIES OF ANY CORROBORATING DOCUMENTATION YOU HAVE.

IF YOUR COMPLAINT IS BASED UPON THE CONTRACTOR'S FAILURE TO CONDUCT THE WORK IN A SKILLFUL MANNER AS DEFINED IN SECTION 777 OF THE GENERAL BUSINESS LAW OF THE STATE OF NEW YORK, PLEASE DESCRIBE THE WORK TO BE COMPLETED AND THE PROBLEMS WITH SAME. PLEASE ATTACH COPIES OF ANY CORROBORATING DOCUMENTATION YOU HAVE.

I HEREBY DEPOSE AND CERTIFY THAT ALL THE ABOVE STATEMENTS OF INFORMATION, AND ALL STATEMENTS AND INFORMATION CONTAINED IN THE SUPPORTING DOCUMENTS ATTACHED HERETO, ARE TRUE AND CORRECT.

 SIGNATURE OF COMPLAINANT

SWORN BEFORE ME THIS _____ DAY OF _____, 20_____ _____ NOTARY PUBLIC
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§ 143-11. Licensing Review Board.

B. Function. It is the function of this Board to hear and determine any complaint or grievance that may be the basis for suspension or revocation of the license upon a finding that the licensee has been guilty of any one of the following:

- (1) **Fraud, misrepresentation or bribery in securing a license.**
- (2) **The making of any false statement as to a material matter in any application for a license.**
- (3) **The person or the management personnel of the home improvement contractor are untrustworthy or not of good character.**
- (4) **The business transactions of the home improvement contractor have been or are marked by a practice of failure to timely perform or complete his contracts or the manipulations of assets or accounts or by fraud or bad faith or are marked by an unwholesome method or practice of solicitation of business from owners.**
- (5) **Failure to display the license as provided in this article.**
- (6) **Failure to comply with any demand or requirement lawfully made by the Licensing Review Board or Town Board.**
- (7) **An agent or employee of a licensee has been found guilty of an act of omission, fraud or misrepresentation and the licensee has approved or had knowledge thereof.**
- (8) **Violation of any provision of this article.**
- (9) **Abandonment or willful failure to perform, without justification, any home improvement contract or project engaged in or undertaken by a home improvement contractor or willful deviation from or disregard of plans or specifications in any material respect without the consent of the owner and, where required, from the Licensing Review Board.**
- (10) **Making a substantial misrepresentation in the solicitation or procurement of a home improvement contract or making any false promise of character likely to influence or persuade or induce.**
- (11) **Any fraud in the execution of or in the material alteration of any contract, mortgage, promissory note or other document incident to a home improvement transaction.**
- (12) **Preparing or accepting any mortgage, promissory note or other evidence of indebtedness upon the obligations of a home improvement transaction with knowledge that it recites a greater monetary obligation than the agreed consideration for the home improvement work.**
- (13) **Directly or indirectly publishing any advertisement relating to home improvements which contains an assertion, representation or statement which is false, deceptive or misleading, provided that any advertisement which is subject to and complies with the then existing rules, regulations or guidelines of the Federal Trade Commission shall not be deemed false, deceptive or misleading, or by any means advertising or purporting to offer the general public any home improvement work with the intent not to accept contracts for the particular work or at the price which is advertised or offered to the public.**
- (14) **Willful or deliberate disregard and/or violation of the building, sanitary, fire, zoning, electrical, environmental and health laws of the Town, county or state. [Amended 5-12-1998 by L.L. No. 13-1998]**
- (15) **Failure to notify the Licensing Review Board of any change or control in ownership, management or business name or location.**
- (16) **Conducting a home improvement business in any name other than the one in which the home improvement contractor is licensed.**
- (17) **Failure to conduct home improvements in a skillful manner as defined in § 777 of the General Business Law of the State of New York.**