



## BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

Development Services Bureau  
3300 N. Pace Blvd., Suite 300, Pensacola, FL 32505  
P.O. Box 17248  
Pensacola, FL 32522-7248  
(850) 595-3550 - Phone  
(850) 595-3589 - FAX  
[www.myescambia.com](http://www.myescambia.com)

### INFORMATION REQUIRED FOR AFFIDAVIT

1. Notarized Complaint Affidavit.  
(Please completely answer **all** questions to the best of your ability.)
2. Original copy of contract/proposal/estimate.
3. Copy of cancelled checks (front and back) paid to unlicensed contractor provided by your Bank. Original copy of any cash receipts, invoices, etc.
4. Pictures with description of work performed or to be performed by unlicensed contractor.
5. Name, address and telephone number of witness or witnesses.
6. A description of unlicensed contractor, (i.e., approximate height, weight, age and hair color).
7. Description of vehicle, tag number and/or contractor advertising, if available.

**Please deliver or mail information to:**

Escambia County Building Inspections Division  
**Licensing and Investigations**  
3300 N. Pace Blvd., Suite 300  
Pensacola, FL 32505

Should you have any questions, please do not hesitate to call our Investigations Section at (850) 595-3509.



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## AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

|                     |                       |                    |                    |
|---------------------|-----------------------|--------------------|--------------------|
| Name of Complainant | Home Address          | City               | State/Zip Code     |
| Date of Birth       | Daytime Telephone No. | Work Telephone No. | Cell Telephone No. |

### Complaint Information:

- Location where work was performed, if different than above. \_\_\_\_\_
- Name, address and telephone number of person and/or company with whom you contracted. \_\_\_\_\_
- Did you enter into a written contract? Yes \_\_\_ No \_\_\_ Date of Contract \_\_\_\_\_
- Was the contract signed in your presence? Yes \_\_\_ No \_\_\_
- At the time you entered into the contract, were you led to believe the person was a licensed contractor in Escambia County or the State of Florida? Yes \_\_\_ No \_\_\_
- Who was identified as the licensed contractor? \_\_\_\_\_ Did that person lead you to believe he/she was licensed as a contractor? Yes \_\_\_ No \_\_\_  
How? \_\_\_\_\_
- What work was to be performed under the terms of the contract? \_\_\_\_\_
- Did the contract make any reference to an approximate construction start date and/or completion date? Yes \_\_\_ No \_\_\_ What were the dates? \_\_\_\_\_
- Did the alleged contractor start the work? Yes \_\_\_ No \_\_\_ If so, when did work begin? \_\_\_\_\_
- Please describe the extent of work done by the alleged contractor? \_\_\_\_\_

- a. Was the work completed? Yes \_\_\_ No \_\_\_
- b. Was the work partially completed? Yes \_\_\_ No \_\_\_
- 11. When was the last time any work was performed for you by the alleged contractor? \_\_\_\_\_
- 12. Have you had any discussions with the alleged contractor or his representative(s) since that date? Yes \_\_\_ No \_\_\_ If so, what was said? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 13. Was work done steadily from the day it started to the day it ended? Yes \_\_\_ No \_\_\_ If not, please provide details as to what happened between the two dates. ? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 14. What was the total amount and terms to be paid under the contract? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 15. Did you make any payments? If so, please list the date and amount of each payment, to which the payment was made, and the form of payment, (i.e., cash, check, etc.). Please provide **copies of the front and back of all checks**. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 16. If cash was given, did you receive a receipt? Yes \_\_\_ No \_\_\_ Please provide the **original of all receipts for cash payments**.
- 17. Prior to any specific payment, was presentation made as to how those funds would be used, (i.e., labor, material, etc.)? Yes \_\_\_ No \_\_\_ If so, please provide details to substantiate this information. ? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 18. Was there any discussion as to whether building permits would be obtained? Yes \_\_\_ No \_\_\_ Please relate what, if anything, was said, by whom and when the statements were made. ? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 19. If permits were pulled, who pulled them? \_\_\_\_\_
- 20. Have any inspections been made of the work completed? Yes \_\_\_ No \_\_\_ If so, what type of inspections? What were the results? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 21. If you had known the person you contracted with was not licensed, would you have entered into the contract and/or paid them money? Yes \_\_\_ No \_\_\_

22. Was there any discussion as to whether the person was affiliated with another person or company that was licensed? Yes \_\_\_ No \_\_\_
- a. Did they use the term qualifier? Yes \_\_\_ No \_\_\_  
If so, what was said, when and by whom? \_\_\_\_\_  
\_\_\_\_\_
- b. Did you contact anyone to verify the accuracy of this information? Yes \_\_\_ No \_\_\_  
If so, who was contacted and what information was obtained? \_\_\_\_\_  
\_\_\_\_\_
23. Were additional contracts entered into with the same or a related contractor? Yes \_\_\_ No \_\_\_ If so, please explain the circumstances. \_\_\_\_\_  
\_\_\_\_\_
24. Did you obtain a release of lien from the alleged contractor? Yes \_\_\_ No \_\_\_
- a. If so, when? \_\_\_\_\_.
- b. Were any payments made based upon your reliance of said release? Yes \_\_\_ No \_\_\_
25. Have any suppliers, subcontractors, or any other individual(s) or business threatened to or actually placed liens on your property? Yes \_\_\_ No \_\_\_ If so, please list the name, address and telephone numbers of the person(s) or business, the amount of the lien and an explanation of what the work/services were supplied that caused the lien to be filed. (Please use an additional sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
26. Please explain why you are dissatisfied. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
27. Was the construction work you contracted for hurricane related? Yes \_\_\_ No \_\_\_
28. Have you consulted with or do you plan to consult with an attorney regarding your complaint? Yes \_\_\_ No \_\_\_
29. Do you have pictures pertinent to this complaint? Yes \_\_\_ No \_\_\_ If yes, please provide copies of the pictures.
30. Please provide any other facts related to this case you believe are pertinent that have not already been discussed above. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SWORN STATEMENT**

**STATE OF FLORIDA  
COUNTY OF ESCAMBIA**

I, \_\_\_\_\_ do solemnly swear or  
affirm that the testimony I am about to give is the truth, the whole truth and  
nothing but the truth, so help me God.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature of Complainant

**Printed Name of Complainant:** \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF ESCAMBIA**

Sworn to and subscribed before me this \_\_\_\_ day of  
\_\_\_\_\_, 2009 by \_\_\_\_\_,  
personally known to me or who produced \_\_\_\_\_ as  
identification.

\_\_\_\_\_  
**NOTARY PUBLIC**  
**My Commission Expires:**  
**Commission No.:**