

# CITY OF BUFFALO COMPLAINT AFFIDAVIT

Office of Licenses City Hall Room 301  
65 Niagara Square Buffalo, NY 14202  
(716) 851-4078 / (716) 851-6538 FAX: (716) 851-4952

You are advised to first attempt to resolve your complaint with the contractor and keep a log of all telephone calls and copies of any pertinent documents. If the contractor does not respond, you are advised to file your complaint with us.

The Office of Licenses or the Construction and Home Improvement Advisory Board will not act as a private attorney, but instead represent the public in enforcing laws designed to protect the public from misleading or unlawful business practices. If you have questions concerning your legal rights or responsibilities, you may contact a private attorney.

In addition to filing a complaint with the Office of Licenses, you may file a complaint with one of these agencies.  
Buffalo Small Claims Court 716.845.2663    State Attorney General 716.853.8400    Better Business Bureau 716.881.5222

## Provide the following information.

Clearly print or type your answers. It is important that the information you provide is thorough and clear.

Your name \_\_\_\_\_

Your address \_\_\_\_\_

Contact information phone \_\_\_\_\_ or email \_\_\_\_\_

Contractor Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Address site for contracted work \_\_\_\_\_

1. Type of work performed \_\_\_\_\_

2. Cost of estimate for work \_\_\_\_\_ amount paid to date \_\_\_\_\_

3. Is the contractor licensed in the City of Buffalo?  yes  no

4. Were all necessary City of Buffalo construction permits obtained for the work contracted?  yes  no

5. Was the work contracted through a loan obtained with BURA or an affiliated agency?  yes  no

6. Does the contractor have a lien against your home?  yes  no

7. Has a decision already been reached in Small Claims Court or another meditative agency?  yes  no

8. Did you attempt to resolve this complaint with the business?  yes  no

If No, please explain why not. \_\_\_\_\_

9. Describe your complaint on the next page

### Include supporting documentation.

- copy of contract with signatures (required)
- photos of work performed (required)
- proof of payment (receipts, canceled checks)
- copy of warranty, if applicable
- copy of correspondence, if any
- other related documents

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail this form and related documents to  
**Office of Licenses: Home Improvement Contractor Complaint**  
**City Hall Room 301**  
**Buffalo, NY 14202**

