

Complaint no.____
(Leave blank)

Complaint Form

National Association of the Remodeling Industry, Atlanta Chapter

- Complaints Not Handled By NARI Atlanta:

- Members having 100 or more full time employees and a separate full time and dedicated complaint department
- Non-contractor members that are subject to the direct jurisdiction of a state regulatory agency with Grievance procedures
- National members, members at large, or honorary members
- Complaints filed with a governmental authority or agency including legal proceedings

NOTE (If any of the above boxes are checked, contact NARI Atlanta, do not proceed)

- Preparation/ Submission of Complaint:

- Specific violation:

[At least one must be checked]

- NARI bylaws or code of ethics
- Breach of contract
- Law, code, rule or regulation

- Pertinent details:

[The first four must be checked if not a repair issue]

- Clear summation of issue with dates and facts
- Parties involved and relationship to complainant (including jurisdiction)
- Relevant agreement(s) provided
- Other relevant information and documentation
- If a repair issue, required information per OCGA § 8-2-39

- Desired resolution:

[At least one must be checked]

- Specific performance (describe _____)
- Monetary (amount _____)
- Other (describe _____)

-Complainant agrees that/to:

[All the following must be checked for the complaint to be pursued]

- Complaint date is less than six months from contract date or last work date
- Complaint shall be typed or legibly written in English
- Hold harmless NARI Atlanta, NARI National, all NARI members not named in complaint
- No undisclosed or pending complaints on this matter filed with another association or government authority or agency
- Complaint, all relevant information, documents, and copy of contract/agreement are signed and certified to be correct
- At the direction of NARI Atlanta's President the complaint will be forwarded to the Executive Director of NARI Atlanta or/and it's assignee
- You have received a copy of NARI Atlanta's Grievance Procedure and Complaint Form

Complainant's Signature _____ Date _____