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 ___________