Texas Residential Construction Commission
*Quality Construction for Texans*

# Texas Residential Construction Commission
# COMPLAINT FORM

**Date: _____/_____/_____**

This form is to assist you in filing a complaint with the Texas Residential Construction Commission about your builder or remodeler.

## Section 1: Homeowner/Complainant Contact Information

Yes ☐ No ☐

| Name | Are you the homeowner? |
|---|---|
| Mailing Address | Property Address subject to Complaint (if different) |
| City, Zip Code | City, Zip Code |
| Phone Fax | Email |

## Section 2: Builder/Remodeler Contact Information

| Company Name | Contact Person | (Area Code) Phone |
|---|---|---|
| Address City | State, Zip Code | TRCC Builder/Remodeler # if known |

## Section 3: Information Regarding Complaint(s)

**Date Home was Built (if complete):**

Please *list each complaint* you have and *the date when the problem occurred.* If your complaint involves alleged construction defects discovered after you took possession of the home, you may want to access the STATE-SPONSORED INSPECTION AND DISPUTE RESOLUTION PROCESS (SIRP) to assist in resolution. Information about the SIRP can be found at: www.trcc.state.tx.us or by calling our toll free help line at (877) 651-TRCC (8722).

| **Detailed Description of Complaint (*Example*)** | **Date Occurred** |
|---|---|
| ***I cancelled the contract but haven't received my earnest money back yet.*** | ***6/6/05*** |
| **Detailed Description of Complaint** | **Date Occurred** |
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| Attach additional pages, if necessary | |

## Section 4: Submit Form via Fax, Mail or Hand Delivery

Fax: (512) 463-9507
Post Office Box 13144, Austin, TX 78711
311 East 14th Street, Suite 200, Austin, Texas 78701

The Texas Residential Construction Commission obtains information from this form and certain third-party sources. With few exceptions, you may review and correct the information we collect. To be informed about the information we collect or to make an open records request, contact our legal department at (877) 651-TRCC (8722) or open.records@trcc.state.tx.us.