



THIS OFFICE IS SUBJECT TO THE FREEDOM OF INFORMATION LAW

CONSUMER COMPLAINT FORM

NASSAU COUNTY DEPARTMENT OF CONSUMER AFFAIRS

240 Old Country Road, Mineola, N.Y. 11501

consumeraffairs@nassaucountyny.gov

(516) 571-2600

DISPOSITION

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INV.

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CONSUMER INFORMATION

COMPLAINT TO BE FILED AGAINST

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____

HAVE YOU REFERRED THIS COMPLAINT TO ANOTHER AGENCY, ATTORNEY OR SMALL CLAIMS COURT? _____

DATE OF CONTRACT OR PURCHASE _____ DATE YOU COMPLAINED TO CO. _____ TO WHOM _____

HOW DID YOU PAY: CASH CHECK MONEY ORDER CREDIT CARD TOTAL PAID: \$ _____

WHAT SATISFACTION ARE YOU REQUESTING: _____

ATTENTION: PLEASE PROVIDE COPIES (NOT RESPONSIBLE FOR ORIGINALS) WITH THIS FORM OF CONTRACTS, BILLS OF SALE, GUARANTEES, ADS, PHOTOS, COPIES OF CHECKS (FRONT AND BACK) AND/OR PAYMENTS MADE, RECEIPTS, ETC. TO HELP US RESOLVE YOUR COMPLAINT MORE EFFECTIVELY.. * A COPY OF THIS FORM MAY BE FORWARDED TO THE VENDOR BY THIS DEPARTMENT*****

GIVE SPECIFIC DETAILS OF COMPLAINT BELOW:

I declare, subject to penalties of perjury, that all the statements made in this complaint, including statements made in any accompanying papers, have been examined by me and to the best of my knowledge and belief are true and correct. Complaint form must be signed.

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY:

IN REPLY REFER TO: _____

TELEPHONE NUMBER: 516-571- _____

INVESTIGATOR

DATE

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CASE #

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CLASS TYPE

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DEPARTMENT OF CONSUMER AFFAIRS

CONSUMER COMPLAINT ADDENDUM

CONSUMER NAME: _____

CONSUMER COMPLAINT #: _____

Please indicate the **monetary amount** you are seeking from the vendor: \$ _____

Please briefly summarize how you calculated that amount:

What was the contract amount (as evidence by contract and/or change orders, etc.): \$ _____

What amount have you paid on the contract (please provide proof of payment): \$ _____

Please list the documentary evidence you have to substantiate your allegations:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____