



Complete and return this form to:

**COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER
AND BUSINESS AFFAIRS**
320 WEST TEMPLE STREET, G10
LOS ANGELES, CA 90012-3217
(800) 593-8222
Website: dcba.lacounty.gov



COMPLAINT FORM

Instructions: Fill out both sides. Type or use ink. Attach copies, not original documents that support your case, such as, contracts, receipts, canceled checks, letters, legal documents, and advertisements.

My Contact Information			Business I'm Complaining About		
Name			Name of Business		
Address			Salesperson or Representative		
City	State	Zip Code	Address		
Telephone (Day)		Telephone (Evening)	City	State	Zip Code
Cell phone			Telephone	Fax No.	
E-mail			E-mail		

Transaction Information

1. Transaction Date: _____ Amount paid: \$ _____

2. Did you sign a contract or other papers? (if yes, please attach a copy) Yes No

3. Have you contacted the business regarding this complaint? Yes No

4. Who do you make payments to? _____

5. Other agencies you filed this complaint with: _____

6. Have you hired an attorney? Yes No

7. Does this complaint involve a lawsuit or a Small Claims Court action? Yes No

Complete the Other Side → → →

Description of Your Complaint
Print or Type

Please describe the facts of your complaint. Include names and dates. Use additional pages if necessary.

What is a fair and reasonable settlement?

Read the following before signing below:

I confirm that the previous information is true and correct to the best of my knowledge.
I understand a copy of this form and any supporting documents provided may be sent, if necessary, to the businesses or parties I have identified to try and resolve this matter.

[] My Initials here indicate my expressed permission for the businesses or parties identified to disclose personal information relevant to this filing to representatives of the County of Los Angeles Department of Consumer and Business Affairs (DCBA).

I understand that my form and any documents submitted may be shared with other relevant agencies.

Under the California Public Records Act (PRA), DCBA may be required to provide access to public records they maintain, including requests for assistance and supporting documents. This may include some or all written and electronic information obtained, except where exempt from disclosure by law. If you would like more information, see Government Code § 7921.000 – 7931.000

Signature

Date signed

Attach copies (not originals) of any documents.
Include a copy of this completed form.