

NATIONAL HOME INSPECTORS CERTIFICATION COUNCIL
Professional Practices Committee
COMPLAINT FORM

This form should be completed if a "member" has not responded to your complaint or if your complaint remains outstanding.

The National Home Inspectors Certification Council objectives includes ensuring that National Home Inspectors and its registrants abide to the National Occupation Standards and their professional responsibilities, as well as respond promptly to complaints.

*The Professional Practices Committee is interested in determining if there is a problem with the conduct or competence of the National Home Inspector, in which case the National Home Inspector may be required to attend a Hearing and respond to the complaint. **Please note** that the Professional Practices Committee does not mediate disputes, impose settlements, nor provide an opinion on the alleged negligence of the Certificate Holder suitable for other proceedings.*

***Please note** that handling of complaints may require several months, depending on the nature of the complaint. All communications with the Professional Practices Committee must be in writing only. Please complete the form and mail it to the National Home Inspectors Certification Council, Professional Practices Committee, as noted below. Please attach two copies of any inspection report, photographs or documents which substantiate the complaint. Do not send original documents as submitted documents cannot be returned. A copy of this form will be forwarded to the National Home Inspector/registrant. The National Home Inspector/registrant will be provided with an opportunity to respond to your complaint in writing. The Professional Practices Committee shall then determine if your complaint merits disciplinary sanctions against the National Home Inspector/registrant. Please also note that the investigation of a complaint related to conditions missed or misreported requires that the member be permitted to re-inspect the property.*

Complainant's Name:		
Address:		
City:	Province	Postal Code:
Home Tel:	Business Tel:	Cellular:
E-mail:		

National Home Inspector/registrants name:	
Company Name:	
Date of Inspection or Incident: mm / dd / yy	Date National Certificate Holder was notified of Complaint: mm / dd / yy

Details of Complaint:

<i>Please attach an additional page if more space is required</i>
Date _____
Complainant's Signature

All correspondence should be mailed to: **NHICC Professional Practices Committee**
c/o 396 Old Tecumseh Rd.
Windsor, ON N8N 3S8

Email: <mailto:info@nationalhomeinspector.org>