



City of Newport

Code Enforcement

998 Monmouth Street
Newport, Kentucky 41071-2115
Phone: (859) 292-3637
Fax: (859) 292-3663
TDD: (859) 292-3622

FORMAL HVAC CONSUMER COMPLAINT

Site of Complaint: _____
County City Street or Road

Owner(s) Home
Name: _____ Phone #: (____) _____ - _____

Address: _____
Street or P O Box Address City County Zip

Company Name: _____

Company
Owner(s) Master
Name: _____ License # _____

Business
Address: _____
Street or PO Box Address City County Zip

Company
Phone #: (____) _____ - _____ Date of
Installation: _____

The Board may revoke, suspend, place on probation or restrict the license or certificate of any licensee or certificate holder; refuse to issue or renew a license or certificate; or reprimand, censure, or fine a licensee or certificate holder for violation of KRS 198B.650 to KRS 198.689.

Check all that applies below.

- HVAC person not licensed.
- Incompetence of or deliberate disregard and violation of building codes and applicable codes.
- Faulty installation, maintenance, alteration or repair of:
 - Heating System Cooling System Ventilation System
- Other _____
- There is currently ongoing court litigation in this matter in _____ County.

I understand and agree that I may be subpoenaed to testify if a hearing is held before the HVAC Board as a result of this formal consumer complaint.

Owner(s)
Signature: _____ Date: _____