



# Arkansas Home Inspector Registration Board

PO Box 251911  
Little Rock, AR 72225  
(501) 683-3710 FAX: (501) 244-2333  
EMAIL: [info@ahib.org](mailto:info@ahib.org) WEBSITE: [www.ahib.org](http://www.ahib.org)

## Complaint Against A Registered Home Inspector

### Regarding The Complaint Process:

The complaint process is not a substitute for the civil court system nor is it a venue for restitution for a complainant. Initially, during the complaint process, the Board considers: a.) Was the inspector properly registered at the time of the inspection? b.) Does his report indicate that he complied with the standards of practice? and, c.) Did the inspector comply with the code of ethics?" If the answer to any of these questions is "no" or violations of the Registration Act or the Board Rules are discovered, the inspector may be disciplined by being fined, having his registration to practice as a home inspector suspended or revoked, and/or he may be required to attend remedial training in order to improve his inspection knowledge and skills to an acceptable level.

### Instructions Regarding Your Complaint:

1. Before filing a complaint, communicate to the inspector in writing, describing what your specific complaint is. Also describe to him/her the specific remedy which you feel is necessary to resolve the matter.
2. Before any modification or repairs are made to the conditions giving rise to the complaint, the inspector shall be given reasonable opportunity to view and discuss those conditions with you. When the nature of those conditions are such as to present an unsafe condition or your failure to act will cause further damage, you should so advise the inspector and then make any minimal changes needed to protect life and preserve and protect the property.
3. If you have followed the requirements above and those actions fail to produce a mutually acceptable resolution of the matter, complete and mail a complaint package to the Registration Board.
4. To facilitate investigation regarding the complaint being alleged, please provide the following information in sufficient detail for the Board to contact all parties involved. Follow instructions on this form carefully. When completed, swear this complaint in the presence of a notary public or other official empowered to administer oaths. Then, make copies of all documents and forward the original set of documents and seven complete copies to: Arkansas Home Inspector Registration Board, P.O. Box 251911, Little Rock, AR 72225-1911

(All entries must be legible. Please Print All Identification Information)

### A. Person Filing This Complaint:

Your Name (Please print): \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ eMail Address: \_\_\_\_\_

### B. Person Against Whom Complaint Is Lodged: (Include all known information. If not known, enter "Unknown")

Name (Print): \_\_\_\_\_ Inspector's Registration number: \_\_\_\_\_

Inspector's Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ eMail Address: \_\_\_\_\_

Was there a written contract between you and the inspector  Yes  No. (If yes, attach a copy.)

