

WEST VIRGINIA DIVISION OF LABOR
Board of Manufactured Housing Construction & Safety

1900 Kanawha Boulevard, East
State Capitol Complex - Buidling 3, Room 200 - Charleston, WV 25305
Email: MHBoard@wv.gov * Fax: (304) 558-2447 * Main: (304) 558-7890

CONSUMER COMPLAINT

Name: _____ Home Phone #: _____
Cell #: _____ Email Address: _____
Address: _____
City: _____ State: _____ Zip: _____

Manufactured Home Information:

Used: _____ New: _____
Serial #: _____ Model: _____
Size of Home: _____ Purchase Date: _____
Manufacturer of Home: _____ Make: _____
Address: _____
City: _____ State: _____ Zip: _____
Expiration Date of Manufacturer Warranty: _____

Dealer: _____
Address: _____
City: _____ State: _____ Zip: _____

Home Installed by: _____
Address: _____
City: _____ State: _____ Zip: _____

Date of Installation: _____

Is the home installed on private property or in a mobile home park? _____

Has the home been moved from the original installation site? Yes No

List additions/alterations made to the home and the name of the contractor/person doing the work.

Consumer Complaint:

List each problem with your home below, if necessary attach additional pages.

The list of documents below will be beneficial to your case if you file a complaint:

- Copies of all purchase agreements and contracts;
- Copies of all dealer and manufacturer work orders listing corrections to your home;
- Documentation of contact with the dealer and manufacturer advising each of problems with your home. (If possible, by certified mail)

List other persons you have contacted regarding the problems with your home.

I agree to assign to the Board all rights and claims I may have relating to the repairs that I have against the licensee(s) involved in the manufacture, purchase or installation of my home.

Date

Homeowner Signature

The Division of Labor processes your personal information for appropriate and customary business purposes. Your personal information may be disclosed to other state agencies or third parties in the normal course of business as needed to comply with State or Federal Laws.