



Ontario Association of Home Inspectors

Established by the Ontario Association of Home Inspectors Act, 1994

DISCIPLINE & PROFESSIONAL PRACTICES COMMITTEE

MEMBER CONDUCT COMPLAINT FORM

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

The Ontario Association of Home Inspectors (OAHI) objectives includes ensuring that members adhere to OAHI standards and their professional responsibilities, as well as respond promptly to complaints.

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

Please note that handling of complaints typically requires several months. All communications with the Committee must be in writing only. Please complete the form and mail it to the OAHI Discipline & Professional Practices Committee, 1515 Matheson Blvd. E., Suite 205, Mississauga ON L4W 2P5. Please attach two copies of any inspection report, photographs or documents which substantiate the complaint. Please do not send original documents as submitted documents cannot be returned. A copy of this form will be forwarded to the Committee and the Member, with the member provided with an opportunity to respond to your complaint in writing. The Committee shall then determine if your complaint merits disciplinary sanctions against the member. Please also note that investigation of a complaint related to conditions missed or misreported requires that the member be permitted to reinspect the property.

Complainant's Name:

Address:

City:

Postal Code:

Home Tel:

Business Tel:

Cellular:

Fax:

E-mail:

Member's Name:

Member's Company Name:

Date of Inspection or Incident: **mm / dd / yy**

Date Member was notified of Complaint: **mm / dd / yy**

Details of Complaint:

Please attach an additional page if more space is required

Complainant's Signature

Date: _____

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DPPC
MCCF Rev. 03/07

For further information, please call: (416) 256-0960 / 1-888-744-6244