## **Notice of Dispute**

## Writing to a building Contractor OR bUILDING SERVICES PROVIDER

Replace the coloured text with your own information

YOUR DETAILS

Name

Address

Suburb State Postcode

Phone

Email

BUILDING CONTRACTOR/BUILDING SERVICES PROVIDER DETAILS

Name

Position

Business Name

Address

Suburb State Postcode

Dear [*Sir/Madam/Name*]

I refer to our previous [*correspondence/emails/telephone calls*] concerning matters that I consider to be [*defective work/unfinished work/substandard work*] (as listed below) at my residence at [*Address*].

*
* [*dot points should be as specific as possible and list all work in dispute*]
*

I have taken advice from the Department of Justice, who have advised me in the first instance to write to you formally and request your written response by [*Date - DD/MM/YY*] as to your intention in regard to rectifying the above.

I would rather resolve the matters with you by agreement, however, should you fail to respond by the due date or not be willing to address the matters, I will have no other alternative but to refer the matter by way of complaint to the Administrator of Occupational Licensing, Department of Justice, as well as take legal advice regarding taking a civil action to recover costs.

I attach the below relevant [*documentation/report from appropriately qualified person*] to support my claim that these matters need to be rectified.

* [*Documentation or reports from appropriately qualified person to support your claim*]
*

I look forward to your response.

Yours sincerely

*[Name and Date]*

NOTE: Send letter by registered post. Such a letter serves as a notice of dispute if the matter was to go before a civil court. It can be seen as an attempt to mediate the dispute by the owner. Its evidence that can be provided in court.