

City of Tampa Office of Equal Business Opportunity (EBO) Equal Business Opportunity Ordinance City of Tampa Code of Ordinances, Ch. 26.5	2555 E Hanna Ave., 2nd Floor Tampa, FL 33610 Tel: (813) 274-5522 Fax (813) 274-5544
COMPLAINT FORM	

INSTRUCTIONS AND INFORMATION

- Please print or type **legibly**.
- Enter your name, address, and telephone number.
- Enter company or city agency name, address, and telephone number that your complaint is against.
- Explain your complaint by telling us:
 - What happened?
 - When and where did it happen?
 - What steps have you taken to resolve the complaint?
- Include copies of all supporting documents:
 - i.e. Contracts, Agreements, Canceled Checks, Warranties, Invoices, Estimates, Leases.

Sign and Return this complaint form with copies of each of your supporting documents to:

City of Tampa, Office of Equal Business Opportunity
2555 E Hanna Ave., 2nd Floor
Tampa, Florida 33610

You will be contacted directly or receive a confirmation letter from the Office of Equal Business Opportunity within **15 days after our receipt** of your complaint.

To ensure that we are able to act upon your complaint as quickly as possible, please make sure that you complete this form in its entirety and submit copies of all your supporting documents. Forms not fully completed (including your signature and date) or lacking copies of all supporting documents may delay the investigation of your issue. If you have any questions on completing the complaint form, please call us at (813) 274-5522.

Please Note:
All document and attachments submitted with this complaint are subject to public inspection pursuant to Chapter 119, Florida Statutes.

