



HOA Information and Resource Inquiry and Complaint Form

Important Information: The HOA Information and Resource Center was established to provide basic information concerning the rights and duties of homeowners, declarants, and homeowners associations under the Colorado Common Interest Ownership Act. The HOA information and Resource Center and the Division of Real Estate do not have any investigative or enforcement capabilities to address your complaint. While the HOA Information Officer may attempt to contact you, return calls will be made in the order your complaint was received and dependent on the issue presented. The HOA Information Officer cannot provide legal advice. The HOA Information and Resource Center will track your inquiry and complaint and report to the Director of the Division of Real Estate regarding the number and types of the total inquiries and complaints received. If you have a complaint with which you require immediate assistance please call Aaron Acker at (303) 894-2166.

Please provide all requested information (if known) in the spaces provided. Fields marked with an * are required.

1. Information about you:

*First Name: _____ Middle Initial: _____ *Last Name: _____

*Mailing Address: _____
(Number and Street) (Apt, Suite, Unit) (City) (State) (Zip Code)

*Phone Number: (____) _____ Fax: (____) _____

E-Mail address: _____

2. HOA Against Whom the Complaint is Made:

*Organization's Name: _____

*HOA Number: _____
(see <http://www.dora.state.co.us/real-estate/...> for applicant number)

Type of HOA: Condo ☐ Cooperatives ☐ Planned Communities ☐

*Mailing Address: _____
(Number and Street) (Apt, Suite, Unit) (City) (State) (Zip Code)

Phone Number: (____) _____ Fax: (____) _____

E-Mail address: _____

Is the HOA under a Master Association? Yes ☐ No ☐ If yes:

Organization's Name: _____

Is the HOA associated with a timeshare or condo conversion? Yes ☐ No ☐ If yes:

Project or Resort Name: _____

3. Details About your Complaint or Inquiry on this page:

When filling out this inquiry please do the following:

- a. Explain what happened. Be as specific and detailed as possible. (who, what, where, when, why and how)
- b. List events in chronological order. Be as specific as you can.
- c. Explain where the acts or conversations took place. Indicate whether or not you contacted the organizations regarding this matter? (if yes, please give details of contact and results)
- d. If your narrative refers in any way to persons or organizations other than the one you are complaining about, identify them, how they were involved and include their full name, address and telephone number, if known. Be sure to identify all of the people who took part in a conversation, saw the conduct or could be an important witness

You may supplement your complaint by providing a **separate written narrative explanation** of the details surrounding your complaint or additional documentation.

☐ **By checking this box (required): and submitting this form to the Division of Real Estate, I certify that the statements and information supplied by me are true and accurate to the best of my knowledge.**

Your Signature (if printed and mailed or faxed)

Date: _____
MM/DD/YYYY

Additional narratives or documentation may be mailed to:

**Mail: Division of Real Estate
Attn: HOA information and Resource Center
1560 Broadway, Suite 925
Denver, CO 80202**

Fax: 303-894-2683

PLEASE NOTE THAT THE DIVISION OF REAL ESTATE IS NOT AUTHORIZED TO CONDUCT INVESTIGATIONS ON HOMEOWNERS ASSOCIATIONS OR COMMUNITY ASSOCIATION MANAGERS (WHO ARE NOT LICENSED REAL ESTATE BROKERS) OR MANAGEMENT COMPANY'S AND CANNOT PROVIDE LEGAL ADVICE.