

Fill out this form to file a claim with the Régie du bâtiment du Québec (RBQ) under the licence security if you were awarded final judgment in a civil court (Small Claims Division of the Civil Division of the Court of Québec, Court of Québec and Superior Court of Québec).

You do not need to fill out this form if:

- you were not awarded a final judgment;
- your claim was paid in full under another licence security (e.g. another guarantor, agreement, or writ of seizure).

Please refer to the guide at the end of this document for assistance on filling out this form.

## 1. Information on the construction company

Name of the company named in the claim:

Licence No.:

## 2. Claimant information

Last name:

First name:

Name of the company:

Representative:

Claimant status:

Natural person

Legal person

Partnership

### Address

Number:

Street:

Office, building, tower, etc.:

City:

Province:

Postal code:

Email:

Telephone number (residence):

Cell number:

Office number:

### Work site (if the address is different from above)

Number:

Street:

Office, building, tower, etc.:

City:

Province:

Postal code:

## 3. Explanation of the issue

Briefly explain the reason(s) in support of your claim.

## 4. Transaction Information

Date of signature of contract, bid or agreement (YYYY-MM-DD):	
Start date of the work (YYYY-MM-DD):	End date of the work (YYYY-MM-DD):
Work planned or added to the contract, bid, or agreement:	
Work actually performed and equipment received:	
Total amount of the transaction:	
Amount paid:	
Amount claimed to the RBQ:	

**Caution! If you were paid in full or in part for the amount awarded by the judgment, you must inform us because the licence security of the contractor the claim is filed against doesn't compensate that sum.**

## 5. Documents to include

**It is important that you keep the original of your documents. Send us a copy of the following documents :**

<ul style="list-style-type: none"><li>• the final judgment rendered against the contractor and/or the guarantor;</li><li>• the originating application in relation to your dispute (request to institute civil proceedings);</li><li>• the court file (e.g. invoice, contract, bid, notice of default or formal notice, estimate or reports);</li><li>• a proof of payment (e.g. copy of both sides of a cheque, credit card receipt, or account statement).</li></ul>
Other:

**If the contractor concerned by the claim was the holder of an itinerant merchant's permit required by the Office de la protection du consommateur (OPC) at the time the contract was signed or the construction work was carried out, the RBQ will send a copy of the enclosed documents or any other necessary document for the investigation of the claim to the OPC, without notice.**

## 6. Signature

Last name and first name:	
Claimant's signature:	Date (YYYY-MM-DD):

### Submitting the form

You must submit the completed and signed form by mail (an original signature is required). The other required documents can be sent by mail or email at the following addresses:

Régie du bâtiment du Québec  
Service des réclamations (Claims Department)- cautionnement de licence  
545, boul. Crémazie Est, 4<sup>e</sup> étage  
Montréal (Québec) H2M 2V2

Email address: [srcl@rbq.gouv.qc.ca](mailto:srcl@rbq.gouv.qc.ca)

For more information, call 514 873-0976 or toll free at 1 800 361-0761.

## Sections of the form

### Section 1 – Information on the construction company

NAME OF THE COMPANY: Please make sure to correctly enter the full name of the company.

LICENCE NUMBER: Confirm the licence number on the invoice or on the RBQ's website at [www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca), in the Licence Holders Registry.

### Section 2 – Claimant information

CLAIMANT'S NAME: Enter your first name and last name. If you are submitting an application as a company, please enter the full name of your company.

CLAIMANT STATUS:

- NATURAL PERSON: A private individual, as opposed to the notion of legal person.
- PARTNERSHIP: A group of persons that enter into an agreement to operate an enterprise and share the income and responsibilities in accordance with the agreement. A partnership can be a limited partnership, a general partnership or an undeclared partnership.
- LEGAL PERSON: An entity constituted under a law whose juridical personality is separate and independent from its members. It can be incorporated or limited.

ADDRESS: Civic number, street, city, province, postal code. You must also provide at least one phone number.

### Section 4 – Transaction information

Please pay particular attention to dates, i.e. when was the contract signed, when did the work begin, when did it end, etc. Check the contents of your contract to see if all of the work planned has been performed. In the event that a verbal or written agreement was required for some additions, include any proof you have on the added agreement. Fully document any work that was not completed. Provide evidence for any advance payment. In the case of incomplete work, specify when was the last time you saw the contractor on the site. This will help us build a complete record.

#### Claimant signature and date

Your application must be signed and dated in order to be valid.

For legal reasons, it is important that you submit the original copy with the signature, and not a digitized copy.