

Fill out this form to file a claim with the Régie du bâtiment du Québec (RBQ) under the licence security. It is used solely in cases of enterprise bankruptcy or closure.

You do not need to fill out this form if:

- you were awarded final judgment;
- you have been fully compensated by the enterprise responsible for the problem, by your own insurance, by a writ of seizure or by the Office de la protection du consommateur's (OPC) security.

## 1. Information on the construction enterprise

Please make sure to correctly enter the full name of the enterprise. 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' repertory).

Name of the enterprise named in the claim:

Licence number:

## 2. Claimant information

Enter your first name and last name. If you are submitting an application as an enterprise, please enter the full name of your enterprise. Here are the definitions of the claimant status:

- **Natural person:** A private individual, as opposed to the notion of legal person, which designates an enterprise.
- **Legal person:** An entity constituted under a law whose juridical personality is separate and independent from its members. It can be incorporated or limited.
- **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.

Last name:

First name:

Name of the enterprise:

Representative:

Claimant status:

Natural person

Legal person

Partnership

### Address

Enter the required information. You must provide at least one phone number.

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. Reasons for the claim

Identify the reason or reasons for making a claim under the security:

- Partial payments** (You made a partial payment to the contractor, but they never carried out the work.)
- Apparent defects or poor workmanship** (The contractor carried out the work poorly and repairs are necessary.)  
Indicate the date that defects and poor workmanship were discovered (YYYY-MM-DD): \_\_\_\_\_
- Incomplete work** (The contractor never completed the work.)  
Indicate when the construction site was abandoned (YYYY-MM-DD): \_\_\_\_\_
- Other** (The claim concerns another reason not listed above.)  
Explain the reason: \_\_\_\_\_

### 4. Background of the problem

Describe the problem and make sure to indicate the important dates, if possible.

### 5. Contract information

Please pay particular attention to dates, i.e. when was the contract signed, when did the work begin, when did it end, etc. **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.**

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):
Issue date of the formal notice, if applicable (YYYY-MM-DD):	Total amount of the contract:
Amount paid to the contractor:	Amount claimed to the RBQ:

## 6. Documents to include

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. This will help us build a complete record. It is important that you keep the original of your documents. Send us a copy of the following documents:

- the contract or other evidence (e.g. invoice, bid);
- a proof of payment (e.g. copy of both sides of a cheque, credit card receipt, or account statement);
- the notice(s) of default (if applicable);
- 2 estimates (bids or invoices) provided by licenced contractors or construction professionals (architect, technologist or engineer), for the purpose of justifying your claim;
- the originating applications in relation to your dispute (request to institute civil proceedings), if applicable.

Other : \_\_\_\_\_

If the contractor concerned by the claim was the holder of an itinerant merchant's permit required by the 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.

## 7. Signature

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

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

### Submitting the form

You must submit the completed and signed form, as well as all the other required documents by email at [srcl@rbq.gouv.qc.ca](mailto:srcl@rbq.gouv.qc.ca), or by mail at:

Service des réclamations (claims department) – cautionnement de licence  
Régie du bâtiment du Québec  
255, boulevard Crémazie Est, rez-de-chaussée  
Montréal (Québec) H2M 1L5

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