



**CITY OF LAS VEGAS**  
**DEPARTMENT OF PLANNING**  
**BUSINESS LICENSING DIVISION**  
 333 N. Rancho Dr., 6th Floor  
 Las Vegas, NV 89106

**Fax (702) 382-6642**  
**TDD (702) 386-9108**  
**E-mail us at [license@lasvegasnevada.gov](mailto:license@lasvegasnevada.gov)**

### Report of Unlicensed Business Activity

All complaints must be submitted in writing. Be as complete as possible. For complaints about performance or quality of work or to enforce a contractual arrangement through small claims court, please see the list of regulatory and enforcement agencies on our website at [www.LasVegasNevada.gov](http://www.LasVegasNevada.gov)

Please type or print legibly.

**Information about the Offending Business Activity**

Name of the offending business: \_\_\_\_\_

Street address of the offending business: \_\_\_\_\_

Name of business owner or contact person you dealt with: \_\_\_\_\_

Offender's business phone: \_\_\_\_\_ Other phone or e-mail: \_\_\_\_\_

Describe the activity: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain how you found the company, product or service. If you have advertisements, business cards or flyers, attach copies

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What is the exact nature of your complaint? If you have a written contract, receipts or other documents, attach copies.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please provide your contact information below.**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of YOUR business, if applicable: \_\_\_\_\_

List any witnesses or other individuals who may have observed this activity:

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Have you contacted or filed complaints with any other agencies?  Yes  No Is so, please list below.

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I hereby affirm that I am 18 years of age or older, that I have personal knowledge of the matter stated herein and that the statements in this report are true.

Printed Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_