

**STATEMENT OF COMPLAINT**

**Instructions to Complainant:** Please type or print legibly in ink. Please complete both pages of this form in detail and sign and date the 2<sup>nd</sup> page of this form. It is suggested that you contact the agent or supervising broker of the firm to see if the matter can be settled. If you do not know the name of your REALTOR's supervising broker, please contact GRAR to request that information. If you have contacted the supervising broker and are still not satisfied, please complete this complaint form and send to the address in the upper left corner. In most cases, the timeframe in which a complaint will be considered if it is filed within 180 days after the transaction occurred. However, this timeframe may be extended in certain circumstances.

**Information about you:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Telephone Number(s): \_\_\_\_\_ Email address: \_\_\_\_\_

**Your complaint is against:**

Name of agent: \_\_\_\_\_  
Company of agent: \_\_\_\_\_  
Was the agent who the complaint is against representing you as your agent? \_\_\_\_\_  
If no, who represented you in this transaction? \_\_\_\_\_

Please answer the following questions to the best of your ability. If you need more space to respond, please attach additional page(s) and reference the question number.

1. Have you contacted the above named agent and the supervising broker about your complaint, and if so, what was the result? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Are you being represented by legal counsel? If so, please state the name and firm of your legal counsel. \_\_\_\_\_
3. Have you filed a claim with any other agency or have you started a civil or criminal action? If so, please indicate the status of the claim (include where it was filed and the case number). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What do you want the person (or company) named above to do to resolve this complaint?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. There are two types of complaints that may be filed: Complaints of Alleged Unethical Conduct and Business Dispute (arbitration) complaints. Complaints of alleged unethical conduct deal solely with the REALTOR's actions, but do not produce any monetary award. There is no filing fee necessary to initiate this type of complaint. Business dispute complaints may be filed if you believe you are entitled to compensation for damages or out-of-pocket expenses. This type of complaint must be accompanied by an Arbitration Request Form (which will be provided to you upon request). Please identify the type of complaint you are filing. If you are claiming financial losses, please identify what those losses are:

- Ethics Complaint**                       **Business Dispute**                       **Both**

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6. Please attach your complaint. Please include all pertinent details pertaining to your complaint.

7. Please attach copies of any documents you may have to support your claim. Below is a list of documents that you should supply, if applicable. However, you should also submit other documents you feel pertain to your complaint. You may have an opportunity to provide additional documents or you may also be asked to supply other documents, but please be as thorough as possible. (Check which documents are attached.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Listing agreement(s) | <input type="checkbox"/> Listing agreement amendments | <input type="checkbox"/> Other written communications |
| <input type="checkbox"/> Land contract        | <input type="checkbox"/> Closing statement            | <input type="checkbox"/> Offers to purchase           |
| <input type="checkbox"/> Land survey          | <input type="checkbox"/> Cancelled checks, receipts   | <input type="checkbox"/> Advertisements               |
| <input type="checkbox"/> Contract for service | <input type="checkbox"/> Agency disclosures           | <input type="checkbox"/> Plats, plans, specifications |
| <input type="checkbox"/> Email communications | <input type="checkbox"/> Buyer Agency Contract        | <input type="checkbox"/> Property inspection reports  |

8. Are there witnesses who would support your complaint? If so, please specify name, and the relationship to you: \_\_\_\_\_

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9. If this matter proceeds to a formal hearing, would you be willing to attend the hearing and testify?

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I give my permission to the Greater Regional Alliance of REALTORS to release all relevant information and records for use in the review of my complaint.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional signature of complainant (if applicable)

\_\_\_\_\_  
Date