



To Whom It May Concern:

Enclosed are the materials required to file an Ethics Complaint. You, as the Complainant, may file a complaint against a REALTOR® member alleging a violation of the Code of Ethics, providing the complaint:

1. is in writing
2. is signed
3. states the facts surrounding the case
4. is filed within 180 days after the facts became known
5. is article specific, citing the article(s) of the Code of Ethics alleged in the violation
6. specifies each alleged violation of each article cited separately on the article specific sheet

ALL documents pertaining to each transaction are to be attached

When stating the facts surrounding your complaint, be as specific as possible stating what, where, when, why and how you think each Article was violated. You may cite a Standard of Practice to support the claim. Along with the complaint, and written summary, please **include a copy of all the pertinent documents** such as, but not limited to, Listing Agreements, Sales and Purchase Agreements, MLS print outs, &/or history, Addendums, inspection reports, etc. as they pertain to the transaction, and any notarized statements from witnesses. **PLEASE do not staple your information** – I will need to make copies for all involved. Also any highlighted areas do not show up on copies, please underline in ink if you wish to draw attention to a certain area. **Please do not number the pages** of your complaint, they will be stamped and numbered by the Professional Standards Administrator.

The Grievance Committee will review the complaint and proceed forward to set a hearing, or dismiss the case if the complaint is determined to be frivolous, harassing, unfounded, or not timely filed. You will be notified of the Grievance Committee's decision either way. If your complaint is forwarded to the Professional Standards Committee for a hearing you will be notified and asked if you have any challenges to those who may be sitting on the hearing panel, asked if you will be represented by an attorney, and asked if you will be bringing witnesses. You will also be given dates in which to show your availability. *Please cross off **only** those dates that you are **unavailable to attend a hearing**.* A minimum of 21 days prior to the hearing you will be provided with the hearing notice, as well as numbered copies of the Complaint and Response.

Sincerely,

Kim Seibert, AE, *Professional Standards Administrator*

**Send the completed complaint form and all accompanying documents to:
Southwest Indiana Association of REALTORS®, Attn: Kim Seibert, Professional Standards
Administrator, 2225 N Cullen Avenue, Evansville, IN 47715**

PROFESSIONAL STANDARDS ADMINISTRATOR
800 EAST 86TH AVENUE
MERRILLVILLE, IN 46410
PHONE (219) 895-5357
LSALLIE@INDIANAREALTORS.COM





ETHICS COMPLAINT

To the Grievance Committee of the Indiana Association of Realtors®.

Case # _____
(Office use only)

Date Filed: ____ / ____ / ____

Complainant(s)

Respondent(s)

Complainant(s) charge that on/or about _____, an alleged violation of Article(s)
(date)

_____ of the Code of Ethics occurred and alleges that the above charge(s) is/are supported by the attached statement, which is signed and dated by the complainant(s).

I (we) declare that to the best of my (our) knowledge and belief, my (our) allegations in this complaint are true.

Are the circumstances giving rise to this ethics complaint involved in civil or criminal litigation or in any proceeding before the state real estate licensing authority or any other state or federal regulatory or administrative agency?

Yes ____ No ____

If yes, Cause # _____

You may file an ethics complaint in any jurisdiction where a REALTOR® is a member or MLS participant. Note that the REALTORS® Code of Ethics, Standard of Practice 14-1 provides, in relevant part, "REALTORS® shall not be subject to disciplinary proceeding in more than one Board of REALTORS®...with respect to alleged violations of the Code of Ethics relating to the same transaction or event." Have you filed, or do you intend to file, a similar or related complaint with another Association(s) of REALTORS®? Yes ____ No ____

This complaint is true and correct to the best knowledge and belief of the undersigned and is filed within one hundred eighty (180) days after the facts constituting the matter complained of could have been known in the exercise of reasonable diligence.

I understand that should the Grievance Committee dismiss this ethics complaint in part or in total, that I have twenty (20) days from my receipt of the dismissal notice to appeal the dismissal to the Executive Committee of the Indiana Association of REALTORS®.

COMPLAINANT(S):

(TYPE/PRINT)

(SIGNATURE)

(TYPE/PRINT)

(SIGNATURE)

(Address, City, State, Zip)

(Home Phone)

(Cell Phone)

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ARTICLE SPECIFIC SHEET

*(Please List Each **Article** Separately, Return with Ethics Complaint Form)*

ARTICLE _____

REASON

ARTICLE _____

REASON:

ARTICLE _____

REASON:

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