

INDIANA ASSOCIATION OF REALTORS®

143 W Market St, Ste 100, Indianapolis, IN 46204
(800) 284-0084 | indianarealtors.com



To Whom It May Concern,

Attached are the materials required to file an Ethics Complaint. You, as the Complainant(s), may file a complaint against a REALTOR® member or members alleging a violation of the Code of Ethics, providing the complaint:

1. **Is typed**
2. **Is signed**
3. **States the facts surrounding the case**
4. **It is filed within 180 days after the facts became known**
5. **Is Article specific, citing the Article of the Code of Ethics alleged in the violation**
6. **Specifies each alleged violation separately on the article-specific sheet**

Please enclose all documents pertaining to the transaction along with a narrative of events.

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 your 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., along with any affidavits or notarized statements from witnesses. **Please do not number the pages** of your complaint, they will be numbered by the Professional Standards Administrator. If you are mailing your complaint, **please do not staple the pages**.

The Grievance Committee will review the complaint and if all relevant questions have been answered to their satisfaction, and the allegations, if taken as true, could constitute a violation of the Code of Ethics, they shall refer the complaint to the Professional Standards Committee for a hearing by the Hearing Panel. 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, if you will be represented by an attorney, and/or if you will be bringing witnesses. 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 that you'll use when presenting your case at the hearing.

If the Grievance Committee dismisses the complaint, they shall specify the reason for the dismissal and you may appeal the dismissal to the IAR Board of Directors within twenty (20) days from transmittal of the dismissal notice using Form E-22, Appeal of Grievance Committee Dismissal of Ethics Complaint, which will be sent to you with the notice of dismissal.

Please complete and send the complaint form and all accompanying documentation to:
lsallie@indianarealtors.com or

Indiana Association of REALTORS®
c/o Laura Sallie
143 W. Market Place
Indianapolis, IN 46204

