



## TO FILE AN ETHICS COMPLAINT

- ❑ Read through the Articles of Code of Ethics before writing your complaint.
- ❑ As you compose your written complaint, cite Article(s) that you feel have been violated and state why.
- ❑ Write what your complaint is and explain the situation as clearly as possible.
- ❑ Include all documents pertaining to each transaction.
- ❑ Complete the Ethics Complaint Form and add it to the front of your packet.
- ❑ Once we receive your complaint, we will request a response from the Respondent.
- ❑ When the response is received, the complaint will be referred to the Grievance Committee for review.
- ❑ If you have any question regarding this process, please contact Kim Seibert at [kseibert@evansvillerealtors.com](mailto:kseibert@evansvillerealtors.com) or you may call 812-473-3333.