



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**

Please attach all documents pertaining to the transaction.

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., along with any affidavits or 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 numbered by the Professional Standards Administrator.

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 an ethics 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 if you will be bringing witnesses. The Chairperson of the Professional Standards Committee will have selected a tentative date for the 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.

If the Grievance Committee dismisses the complaint, they shall specify the reason for the dismissal and you may appeal the dismissal to the Board of Directors within twenty (20) days from transmittal of the dismissal noticed using Form E-22, Appeal of Grievance Committee Dismissal of Ethics Complaint. You will be provided this form at that time.

Sincerely,

Amy Pate, Executive Vice President

**Send the completed complaint form and all accompanying documents to:
Indiana Association of REALTORS®, Attn: Laura Sallie, Professional Standards Administrator
800 East 86th Avenue, Suite A, Merrillville, Indiana 46410**

Form #E-1



PROFESSIONAL STANDARDS ADMINISTRATOR
800 EAST 86TH AVENUE, SUITE A
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): _____

The Complainant(s) charge(s) an alleged violation of Article(s) _____ of the Code of Ethics and/or other membership duty as set forth in the bylaws of the Board in _____ (Article, Section) occurred and alleges that the above charge(s) (is/are) supported by the attached statement, which is signed and dated by the Complainant(s) and which explains when the alleged violation(s) occurred and, if a different date, when the Complainant(s) first knew about the alleged violations.

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 ____ If so, name of the other Association: _____ Date Filed: _____

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 or within one hundred eighty (180) dates after the conclusion of the transaction, or event, whichever is later.

Dates(s) alleged violations(s) took place: _____

Date(s) you became aware of the facts on which the alleged violation(s) (is/are) based: _____

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

COMPLAINANT(S):

(Print Name) (Signature) (Print Name) (Signature)

(Address, City, State, Zip)

(E-Mail Address) (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

ARTICLE _____

REASON

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