



LOCAL
ACCURATE
TRUSTED

To Whom It May Concern:

Thank you for contacting the Coastal Association of REALTORS®. Per your request, attached is an Ethics Complaint form, which you will need to complete and return to me, along with a written explanation of the events to substantiate your complaint. The complaint must be filed with the Association within one hundred eighty (180) days from the time a complainant knew (or reasonably should have known) that potentially unethical conduct took place. Please be advised that if any other legal action or police reports have been filed, those processes will need to be completed before your complaint can be heard.

I am also attaching a copy of the NAR Code of Ethics and Standards of Practice to assist you in citing the Article(s) that you are alleging was violated. If you need assistance in determining which article you need to cite, please feel free to contact the Association and a member of the Association's Grievance Committee will be assigned to assist you.

Once we have received the formal complaint, this information is forwarded to our Grievance Committee to determine if there is sufficient cause to refer the case before a hearing panel of our Professional Standards Committee so it is very important to furnish us with as detailed an explanation as possible. Please keep in mind that if this case goes before a hearing panel, you will have to appear in person as the complainant. You will be notified in writing of the decision of the Grievance Committee.

Again, if you need any assistance, please do not hesitate to contact the Association.

Sincerely,

Page Browning, RCE, CAE
Executive Vice President

Form #E-1

Coastal Association of REALTORS

	Board or State Association		
314 Franklin Ave Suite 106	Berlin	Maryland	21811
Address	City	State	Zip

Ethics Complaint

To the **Grievance Committee** of the Coastal Association of REALTORS
Board or State Association

Filed _____, 20____

Complainant(s)	Respondent(s)

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 _____ and alleges that the above charge(s) _____
Article, Section

(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.

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) days after the conclusion of the transaction, or event, whichever is later.

Date(s) alleged violation(s) took place: _____

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

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

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 other Association(s): _____ Date(s) filed: _____

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 Board of Directors.

Complainant(s):

Type/Print Name	Signature

Type/Print Name	Signature

Address

Phone	Email

(Revised 11/15)