



REALTOR® ASSOCIATION
of Sarasota and Manatee

Ethics Inquiry

In response to your request for filing an ethics complaint, enclosed is Form #E-1, a copy of the National Association of REALTORS® Code of Ethics and our publication on the process and procedures to file ethics complaints and arbitration requests.

Complete Form #E-1 naming the article(s) of the Code of Ethics you believe have been violated and sign the form. Attach Form #E-1 to your type written statement describing the series of events which you believe led to a possible violation of the Code of Ethics. You should include copies of any pertinent documentation to support your case. Please send us:

- Original, plus five (5) copies of Form #E-1 and supporting documentation.

The Association has no authority to award damages (actual or punitive). If you are looking for money, you must go through the courts.

The Association also has no authority over licensing. If you feel the REALTOR® has violated the license law, the proper agency is the Florida Real Estate Commission, 1940 N. Monroe Street, Tallahassee, FL 32399. The phone number is (850) 487-1395 or you can go to their website at www.state.fl.us/dbpr/re/index.shtml. If your complaint involves a landlord-tenant dispute, you should call (800) 435-7352.

When the complaint is returned to us, it will be forwarded to the Grievance Committee for review. You will be notified of the Grievance Committee's action on your complaint. Our Grievance Committee determines whether or not sufficient evidence exists to warrant holding a Professional Standards hearing. The Grievance Committee has the authority to dismiss the complaint if the facts do not support a hearing, if it is filed outside of the time frame or if the matter does not relate to the REALTORS® Code of Ethics. If the Grievance Committee forwards the case on to the Professional Standards Committee for a hearing, you will be notified well in advance of the date set for the hearing.

Thank you for allowing the REALTOR® Association of Sarasota and Manatee to review your complaint. If you have any questions, please contact Dianne Clark, Professional Standards Administrator at (941) 952-3402.

To: **Grievance Committee of the REALTOR® Association of Sarasota and Manatee**

Date Filed: _____

Complainant(s)

Respondent(s)

Complainant(s) charge(s):

An alleged violation of Article(s) (required) _____ of the Code of Ethics, as supported by Standard(s) of Practice (optional) _____ or other membership duty as set forth in the Bylaws of the Association in Article VII, Sections 1 and 2, and alleges that the above charge(s) (is/are) supported by the attached statement, which is signed and dated by the complainant(s).

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

Have you, at the time of filing this Complaint, or do you intend in the future, to file any other Complaint against the same above-named Respondent to include a lawsuit, a criminal investigation, or a Complaint with the Florida Real Estate Commission (also known as the Department of Business and Professional Regulation, DBPR or FREC)? Yes No

If YES, please provide the following information:

- a) The date of filing the other complaint: _____. If no complaint is filed as of this submission, provide the date you intend to file: _____.
- b) The venue where the complaint was or will be filed (i.e. local civil action, FREC, etc.): _____.
- c) If you are represented by legal counsel, your counsel's name and phone number: _____.

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): _____

Should the case be forwarded to a Professional Standards Hearing, the Complainant must attend the hearing. Will you be available to attend the hearing if there is one? Yes No

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 Board of Directors.

COMPLAINANT(S):

_____ (Type/Print Name)

_____ (Signature)

_____ (Type/Print Name)

_____ (Signature)

Address:

_____ *Street* _____ *City* _____ *State* _____ *Zip*

_____ *Phone Number*

_____ *Email Address*