

Complaint Filing Procedure

If you wish to file an ethics complaint with the Board, you need to follow these steps:

Please read through the Articles of the Code of Ethics before writing your complaint. And be sure to read the Functions of the Grievance Committee (included on the complaint form) for limitations on our process.

As you compose your written complaint, cite an Article or Articles that you feel have been violated in any way.

Complete, sign and date the complaint form. Attach an explanation of the situation surrounding the complaint. Be as specific as possible. State what, when, where, why and how, etc., you think each Article was violated.

Attach copies of any and all pertinent documents such as listing agreements, purchase and sales agreements, addendums, etc.

Send the entire package, keeping a copy for yourself, to the Caldwell Board of REALTORS®, attention: Grievance Committee. Your complaint will then be processed.

The basis for filing a complaint against a REALTOR® should be an allegation by the complainant that a REALTOR® violated one or more of the articles of the Code of Ethics of the National Association of REALTORS®.