

Incline Village Board of REALTORS®

Address

City

State

Zip

Ethics Complaint

To the Grievance Committee of the

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 or other membership duty as set forth in the bylaws of the Board in _____ And alleges that the above charge(s) (is/are) supported by the attached statement, which is signed and dated by the complainant(s).

Article, Section

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, whichever is later.

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 my 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



Summary of Administrative Time Frames – Ethics Proceedings

Situation

Time Table

Grievance

| | |
|---------------------------------------|---|
| Complaint filed | 180 days . . . |
| Response required/# of days to submit | 15 days from request for response being transmitted if response solicited |
| Complainant's appeal to Directors | 20 days from transmittal of dismissal notice |
| Directors review | Next meeting |

Professional Standards

| | |
|---------------------------------|--|
| Respondent provides response | 15 days from request for response being transmitted |
| Challenge forms | 10 days to challenge from date forms transmitted to parties |
| Panel named | 5 days after challenge forms are due |
| Hearing notice | 21 days in advance of hearing |
| Complaint/response to panel | Board option |
| Notice of witnesses and counsel | 15 days before hearing to Board and other party |
| Adjourned hearing | Not less than 15 days or more than 30 days from hearing (unless a "late" witness is allowed and then not less than five days from hearing) |
| Decision filed | Day of hearing, or no later than 48 hours after hearing |
| Transmit decision | 5 days after decision filed with staff, except if it is necessary to obtain association counsel's review |

Appeal

| | |
|--------------------|--|
| Appeal filed | 20 days after decision transmitted |
| Preliminary review | Within 10 days after appeal transmitted to association |
| Amendment received | Within 10 days of notice |
| Appeal heard | Next/special meeting giving 10 days minimum notice, but not later than 30 days after receipt of appeal |

(Revised 11/14)

Code of Ethics and Arbitration Manual