

TO: REALTOR Complainant

RE: Ethics Complaint against another REALTOR® Member(s)

Dear REALTOR:

Enclosed please find the forms necessary to initiate an Ethics Complaint against another REALTOR® Member of our Board, along with a copy of the REALTORS® Code of Ethics, as you requested.

In order to file a complaint, you must fill out both of the enclosed ETHICS COMPLAINT forms (FORM#E-1), and return one (1) copy to me as soon as possible, along with your cover letter listing the sequence of events that led up to the complaint, and copies of any documentation you may have to support your complaint (i.e. listing agreements, offer to purchase or sales agreements, etc.).

Please review the enclosed copy of the REALTORS® Code of Ethics which will assist you in citing an alleged violation, as requested on the Complaint Form. Please cite whichever ARTICLE(S), by number, that you feel are applicable to your complaint.

In filling out the enclosed form, please note that you are the Complainant, and the actual name(s) of the REALTOR® Member(s) you are complaining about must be listed as the Respondent(s)--not just the Agency name. Also, please be sure to date the form at the top and sign it on the bottom.

It must be further clarified that all named Respondent(s) must belong to our Board as a REALTOR® Member. Non-REALTOR® agents/brokers are not obligated to our Code of Ethics, and therefore, The Greater Waterbury Board of REALTORS®, Inc. has no jurisdiction over their actions.

If you have any procedural questions, or need any further assistance in filling out the paperwork to file this complaint, please feel free to contact either myself at the Board office (203-596-2240) or Bob Lauer, Chair of the Grievance Committee at 203-758-5744.

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ENCS.