

# INDIANA ASSOCIATION OF REALTORS®

143 W Market St, Ste 100, Indianapolis, IN 46204  
(800) 284-0084 | [indianarealtors.com](http://indianarealtors.com)



To Whom It May Concern,

Attached are the materials required to file an Ethics Complaint. You, as the Complainant(s), may file a complaint against a REALTOR® member or members alleging a violation of the Code of Ethics, providing the complaint:

1. **Is typed**
2. **Is signed**
3. **States the facts surrounding the case**
4. **It is filed within 180 days after the facts became known**
5. **Is Article specific, citing the Article of the Code of Ethics alleged in the violation**
6. **Specifies each alleged violation separately on the article-specific sheet**

***Please enclose all documents pertaining to the transaction along with a narrative of events.***

When stating the facts surrounding your complaint, be as specific as possible stating what, where, when, why and how you think each Article was violated. You may cite a Standard of Practice to support your claim. Along with the complaint and written summary, please **include a copy of all the pertinent documents** such as, but not limited to, Listing Agreements, Sales and Purchase Agreements, MLS print outs, &/or history, Addendums, inspection reports, etc., along with any affidavits or notarized statements from witnesses. **Please do not number the pages** of your complaint, they will be numbered by the Professional Standards Administrator. If you are mailing your complaint, **please do not staple the pages**.

The Grievance Committee will review the complaint and if all relevant questions have been answered to their satisfaction, and the allegations, if taken as true, could constitute a violation of the Code of Ethics, they shall refer the complaint to the Professional Standards Committee for a hearing by the Hearing Panel. If your complaint is forwarded to the Professional Standards Committee for a hearing, you will be notified and asked if you have any challenges to those who may be sitting on the Hearing Panel, if you will be represented by an attorney, and/or if you will be bringing witnesses. A minimum of 21 days prior to the hearing you will be provided with the hearing notice, as well as numbered copies of the Complaint and Response that you'll use when presenting your case at the hearing.

If the Grievance Committee dismisses the complaint, they shall specify the reason for the dismissal and you may appeal the dismissal to the IAR Board of Directors within twenty (20) days from transmittal of the dismissal notice using Form E-22, Appeal of Grievance Committee Dismissal of Ethics Complaint, which will be sent to you with the notice of dismissal.

***Please complete and send the complaint form and all accompanying documentation to:***  
***[lsallie@indianarealtors.com](mailto:lsallie@indianarealtors.com) or***

Indiana Association of REALTORS®  
c/o Laura Sallie  
143 W. Market Place  
Indianapolis, IN 46204



The term REALTOR® is a registered mark that identifies a real estate professional who is a member of America's largest trade association, the National Association of REALTORS®, and subscribes to its strict Code of Ethics.



## Ethics Complaint Case # \_\_\_\_\_

Received: \_\_\_\_\_  
Form #E-1

To the Grievance Committee of the Indiana Association of Realtors®

Date Filed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Complainant(s):** \_\_\_\_\_**Respondent(s):** \_\_\_\_\_

The Complainant(s) charge 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 \_\_\_\_\_ (Article, Section) and alleges that the above charge(s) (is/are) supported by the attached statement, which is signed and dated by the Complainant(s) and which explains when the alleged violations occurred.

I/we declare that to the best of my/our knowledge and belief, my/our allegations in this complaint are true. 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) dates after the conclusion of the transaction, or event, whichever is later.

Dates alleged violation took place: \_\_\_\_\_ Date you became aware of the facts on which the alleged violation is based: \_\_\_\_\_ Date of the closing or conclusion of the transaction: \_\_\_\_\_

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 \_\_\_\_ if yes, Cause # \_\_\_\_\_

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 the other Association: \_\_\_\_\_ Date 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 of the Indiana Association of REALTORS®.

**COMPLAINANT(S):**\_\_\_\_\_  
(Print Name)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(E-Mail)\_\_\_\_\_  
(Cell Phone)\_\_\_\_\_  
(Print Name)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(E-Mail)\_\_\_\_\_  
(Cell Phone)



## Ethics Complaint Case # \_\_\_\_\_

Received: \_\_\_\_\_ Form #E-1

### ARTICLE SPECIFIC SHEET

*Please List Each **Article** Separately and return with Ethics Complaint Form.*

*Print additional form if more than 4 Articles are cited.*

**ARTICLE** \_\_\_\_\_

REASON

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**ARTICLE** \_\_\_\_\_

REASON

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**ARTICLE** \_\_\_\_\_

REASON

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**ARTICLE** \_\_\_\_\_

REASON

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