

# **PAUL BUNYAN BOARD OF REALTORS®**

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## Steps To Follow When Filing an Ethics Complaint

Upon receipt of your formal Complaint or Ethics Request, it will be processed and then sent to the Grievance Committee for review. If the Grievance Committee determines that the complaint matches the examination criteria, they will refer the Complaint to a Professional Standards Panel for an ethics hearing.

*NOTE: All Complaints must fall within the 180-day time frame between the filing of the Complaint and when the events could have first been reasonably determined.*

1. Please review the enclosed Code of Ethics, and using the Complaint form, cite the article(s) you feel may have been violated.
2. There must not be any civil or criminal litigation pending in connection with the same transaction at the time of the complaint is filed.
3. After completing the Complaint form, as the basis for your claim, please provide (attach) a printed or typewritten explanation of the events that took place, the dates as you recall and/or can substantiate, and your reasons for the article(s) you have cited in your Complaint. Please be sure to state the Standards of Practice under the articles(s) you have cited in your Complaint as support for the claim.
4. Submit your Complaint form, the printed or typewritten explanation, and copies of any documents you feel are pertinent to the Complaint to the attention of Executive Officer, Paul Bunyan Board of REALTORS®. You will be notified of the decision of the Grievance Committee by mail.
5. If the Grievance Committee forwards your Complaint to the Professional Standards Committee for an ethics hearing, you will be required to attend the hearing. Hearings are held during normal business hours and will be held at a location to be determined after the hearing date has been scheduled.

If you have any questions about this procedure or need further explanation, or would like further written instructions, you may call Sally Baker, our Association Executive Officer call at (231) 775-2660.