



Burbank Association of Realtors®

"Over 85 Years of Serving The Community and Its Real Estate Needs."

To Whom It May Concern:

The enclosed package is for Ethic Complaints only. There are no monetary issues involved – that would be an Arbitration Complaint.

You must complete Form D-1 entirely. The second page will assist you to define the article that you feel have been violated. To assist you I have included a copy of the Code of Ethics. Once you determine the article number(s) then in your own words describe the violation. You should also include copies of any pertinent documentation. Forward the entire package to me.

Once you have submitted your complaint package it will be reviewed by Members of the Grievance Committee. This committee determines whether the complaint goes forward to a Professional Standards Hearing or not.

It is my responsibility to make sure that all documents are processed and to set up committee and hearing dates. I ***DO NOT*** discuss the case with anyone even you. I will only relay to you where we are in the process.

Should you have any questions regarding the process please feel free to contact me.

Sincerely,

Jesse Herrera
Administrative Assistant

DISCIPLINARY COMPLAINT
Burbank Association of REALTORS®

For Association Use Only

Case No. _____

Complaint Received: _____, 20__.

1. I (we), the undersigned complainant(s), hereby allege that the following persons have engaged in conduct subject to disciplinary action by the Association:

RESPONDENT(S):

(1) _____
Name of Responsible Broker (Type or Print)

_____.
Firm

_____.
Street Address

_____.
City, State, Zip

(2) _____
Name of Responsible Broker (Type or Print)

_____.
Firm

_____.
Street Address

_____.
City, State, Zip

(3) _____
Name (Type or Print)

_____.
Firm

_____.
Street Address

_____.
City, State, Zip

(4) _____
Name of Responsible Broker (Type or Print)

_____.
Firm

_____.
Street Address

_____.
City, State, Zip

2. The above named respondents have violated the following membership or MLS duties:

Article(s) _____ of the Code of Ethics

Section(s) _____ of the MLS Rules and Regulations

Other membership or MLS duty (specify): _____

3. The facts and circumstances supporting the above allegation(s) are detailed in the attached statement marked "Exhibit 1," which is hereby incorporated by reference and made part of this complaint.
4. I am informed that the named respondents are current REALTOR®/REALTOR-ASSOCIATE® members of the Association and/or participants/subscribers in the Association's MLS. I understand that the Association does not have jurisdiction to process complaints against nonmembers.
5. This complaint is filed within one hundred and eighty (180) calendar days after the facts constituting the matter could have been known in the exercise of reasonable diligence.
6. I understand there will be a mechanical tape recording of the disciplinary hearing. I understand that I may purchase a copy of the tape recording solely for the purpose of requesting a review of the hearing decision by the Association's Board of Directors.

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7. I understand that the nature of these proceedings are confidential and that I have an obligation to maintain and protect the confidentiality of these proceedings and any resulting decision. I hereby agree to do so unless authorized by the Association's rules and procedures or required by law otherwise.

8. I agree to abide by the rules and procedures used by this Association to conduct disciplinary hearings.
9. I hereby affirm that the facts and circumstances and the parties in this matter are not related to any pending civil litigation matter or criminal investigation, including proceeding before a governmental regulatory agency. If I am unable to make this affirmation, I have attached a written statement describing the pending matter on a separate sheet of paper and have included it with this response.
10. Under the penalties of perjury, I declare that to the best of my knowledge and belief that my allegations in this complaint are true and correct.

Dated: _____ at _____, California

COMPLAINANT(S):

(1) _____
Signature

(3) _____
Signature

Name (Type or Print)

Name (Type or Print)

Firm

Firm

Street Address

Street Address

City, State, Zip

City, State, Zip

Phone

Phone

(2) _____
Signature

(4) _____
Signature

Name (Type or Print)

Name (Type or Print)

Firm

Firm

Street Address

Street Address

City, State, Zip

City, State, Zip

Phone

Phone

DISCIPLINARY COMPLAINT
EXPLANATION OF ARTICLE VIOLATION

ARTICLE # _____

ARTICLE # _____

ARTICLE # _____

ARTICLE # _____

ARTICLE # _____

ARTICLE # _____

ARTICLE # _____

ARTICLE # _____
