



## ETHICS COMPLAINT

Filed: \_\_\_\_\_, 20\_\_\_\_

To the **Grievance Committee** of the Greater Lehigh Valley REALTORS®

_____	_____
_____	_____
Complainant(s)	Respondent(s)

Complainant(s) charge(s): An alleged violation of Article(s) \_\_\_\_\_ of the Code of Ethics and/or other membership duty set forth in the Bylaws of the Greater Lehigh Valley REALTORS® 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 violation(s) occurred and, if a different date, when the complainant(s) first knew about the alleged violations.

This complaint is true and correct to the best knowledge and belief of the undersigned and is filed within the one hundred eighty (180) days after facts constituting the matter complained of could have been known in the exercise of reasonable due diligence or within one hundred eighty (180) days after the conclusion of the transaction, or event, whichever is later.

Date(s) alleged violation(s) took place: \_\_\_\_\_

Date(s) you became aware of the facts on which the alleged violation(s) is/are based: \_\_\_\_\_

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?

☐ YES \_\_\_\_\_  
(Where? Include Case Docket Number)

☐ NO

Are the circumstances giving rise to this ethics complaint involved in any proceeding before the state real estate licensing authority or any other state or federal regulatory or administrative agency?

☐ YES \_\_\_\_\_  
(Where?)

☐ 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 YES, 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 the transmittal notice to appeal the dismissal to the Board of Directors.

Complainant(s):

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime Phone #

\_\_\_\_\_  
Daytime Phone #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**PLEASE NOTE:** Contact information is required for each complainant. Some documents pertaining to this complaint will be jointly addressed to both parties.



## Permission to Use Email

The Board of Directors has approved a policy allowing limited use of email for correspondence in an Ethics Complaint or a Request for Arbitration. Please confirm or decline the use of email by returning a signed copy of this memo to the [Director of Professional Development](#).

The email policy **allows** the use of email for the following:

- Notice of right to challenge tribunal members
- Challenge to qualifications of tribunal members
- Hearing notice; including postponements and rescheduling
- "Decision of an Ethics Hearing Panel" and the "Award of the Arbitrators"
- Action of the Board of Directors (Ethics Hearing)
- Decision of the Procedural Review Hearing Tribunal (Arbitration)

The policy specifically **prohibits** the use of email for the following:

- Submitting an ethics complaint
- Submitting a request for arbitration
- Filing a response
- Filing an appeal or requests for procedural review

The privilege of using email for an ethics complaint or request for arbitration **requires** that the intended recipient acknowledge receipt of any and all email from the Association, pertaining to the ethics or arbitration matter, within 24 hours of receipt by return email. Should the intended recipient fail to acknowledge receipt within 24 hours, the Association at its sole discretion may refuse to deliver or receive future notices via email.

Should a party choose to use email to notify the other party and the association of the attendance of witnesses or counsel, that party is responsible for proving timely receipt.

☐ I have read and understand the email policy and **AGREE** to accept delivery via email for subsequent notices related to this complaint.

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PRINT NAME

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SIGNATURE

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DATE

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EMAIL ADDRESS (PRINT CLEARLY)

**-OR-**

☐ I have read and understand the email policy and **DECLINE** delivery via email for subsequent notices related to this complaint.

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PRINT NAME

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SIGNATURE

---

DATE