

## Request for Disciplinary Complaint

Dear Complainant:

You have requested to file a disciplinary complaint against a member of the Association of REALTORS®. Please be advised that a disciplinary complaint is for non-monetary reward only. Fill out the paper work and mail it back to my attention. Enclosed, you will find the following information to assist you in filling a disciplinary complaint:

- A blank complaint from, **D-1** and instructions
- The 2005 National Association of REALTORS® Code of Ethics
- California Code of Ethics and Arbitration Manual

Also, please enclose a letter attachment marked "**Exhibit 1**" which describes the allegations in detail and copies of any other supporting documentation for the Grievance Committee to review. This will help support and determine the pending issues.

Please be advised that in order for a complaint to be considered filed timely with the Association, the complaint must be filed within 180 calendar days after the facts constituting the alleged wrongful conduct occurred. It should be reminded that since the Association is not a governmental entity, it does not have any authority to take action regarding the licensing status of its members.

If you have any questions regarding the filing of your complaint or the information enclosed, please feel free to call me at 619-421-7811 or by e-mail at rich@psar.org.

Sincerely,

Richard D'Ascoli  
Professional Standards Executive