



GREATER
CHATTANOOGA
ASSOCIATION
of REALTORS®

GENERAL INFORMATION REGARDING ETHICS COMPLAINT

1. Any person having reason to believe that an Association member is guilty of any conduct subject to disciplinary action, may file an ethics complaint in writing with the Association. The complaint should state the facts on which it is based and be 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) days after the conclusion of the transaction, whichever is later.
2. Complaints must be typewritten (i.e., typewriter, computer, word processor) or in legible handwriting.
3. Complaints must name the individual(s) that are believed to have acted in an unethical manner and must cite the Article(s) alleged to have been violated. In addition to the Article(s), a Standard(s) of Practice may be cited in support of the Article(s) alleged to have been violated. Each Article should be cited separately, along with a narrative to support the allegation. In completing the complaint form, please refer to the REALTOR® Code of Ethics.
4. The Association does not have authority to suspend or revoke a real estate license. Only the state real estate commission has such authority.
5. The Association does not have jurisdiction over licensees who are not members of the Association, and, therefore, cannot take disciplinary action against non-members. However, The Association does have jurisdiction over a REALTOR® who employs or with whom a non-member is affiliated, for any act of any non-member who is employed or affiliated with a REALTOR®, and who provide real estate-related services within the scope of their or another's license. Lack of knowledge by the REALTOR® of such person's conduct shall go only to mitigation of discipline imposed.
6. The Association does not have the authority to award damages, refund earnest money, or "try" a member as to any alleged violation of the state real estate license law or any other alleged violation of law.
7. The Association does have the authority to discipline a member who has been found in violation of the REALTOR® Code of Ethics. Violations may result in a member's receiving a Letter of Warning or Reprimand; being fined up to \$15,000 (payable to the Association); being required to complete educational courses; being placed on probation of membership; or, in severe cases, being suspended or expelled from membership in the Association.
8. If the member is involved in civil litigation or in any proceeding before the state real estate commission or any other state or federal regulatory or administrative agency in a matter arising out of the same facts and circumstances giving rise to the complaint alleging unethical conduct, the Association, at its discretion, will determine whether to proceed to a hearing or hold the complaint in abeyance pending conclusion of the civil litigation or other proceeding. If the other proceeding is criminal litigation, the Association must hold the complaint in abeyance pending conclusion of the criminal litigation.
9. The complaint will be reviewed by the Association's Grievance Committee, which meets monthly. The Grievance Committee may ask for additional information from the Complainant, dismiss the complaint, or forward the complaint to a hearing before the Professional Standards Committee. If the matter is forwarded for a hearing, both Complainant and Respondent will be asked to appear at the hearing.



ETHICS COMPLAINT FORM

To the Grievance Committee of the Greater Chattanooga Association of REALTORS®:

Filed: _____, 20_____

COMPLAINANT(S)

Person(s) Filing Complaint

RESPONDENT(S)

REALTOR® Member/MLS Subscriber & Firm

An alleged violation of Article(s) _____ of the Code of Ethics and/or other membership duty as set forth in the Bylaws of the Association 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 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) 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 allege violation(s) (is/are) based: _____

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, please attach a copy of filed litigation and/or other filing.

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

**Name of 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 my receipt of the dismissal notice to appeal the dismissal to the Board of Directors.

Complainant(s):

Type/Print Name

Signature

Type/Print Name

Signature

Address

Phone

Email