

## **FILING AN ETHICS COMPLAINT**

If you intend on filing an Ethics Complaint against a member of the REALTOR® association please read this letter in its entirety and follow the instructions listed herein. Ethics complaints do not require a filing fee, nor do they involve the awarding of money or damages. If the case should proceed to a hearing you are expected to attend.

Required documents needed to file an ethics complaint (Documents can be found at [cwbr.org](http://cwbr.org) under “Code of Ethics” “Documents”)

- **Form #E-1 Ethics Complaint**
- **Code of Ethics and Standards of Practice**
- **Appendix X to Part Four (Before you file an ethics complaint)**

Complete Form #E-1, attach a statement detailing the series of events that led you to file this request and *all documentation that you intend to bring to any subsequent hearing (must be typewritten)*. Return the form and supporting documentation to the Board office at 925 S. Park View Circle, Mosinee, WI 54455. We will then refer the information to the Review Panel. The Review Panel does not decide if the alleged complaint is true or false. It only decides whether or not there have been any possible ethical violations and if it should proceed to hearing status.

If the panel should determine that the case warrants a hearing, it will be referred to the Professional Standards Committee for scheduling. If the Review Panel dismisses the case, you have the right to appeal the decision; however only the evidence originally submitted to the Review Panel will be used in the appeal. You do not have the right to appear at the appeal.

If you should have any questions or concerns, please contact me at the Board Office (715-693-7325 OR 1-800-355-9499).

Sincerely,

Paula Hall  
Executive Officer