

INSTRUCTIONS FOR FILING A DISCIPLINARY PROCEEDING

This acknowledges your request for information as to the procedure to follow to file an alleged unethical conduct complaint against a member of the Lodi Association of REALTORS®.

A complaint of unethical conduct deals with alleged violations of the National Association of REALTORS® Code of Ethics. This Code of Ethics has been adopted by the Lodi Association of REALTORS®, therefore, a violation of any Article of the Code of Ethics by an Association member could result in disciplinary action against a member which might affect the individual's membership in this organization.

A complaint must be filed within one hundred and eighty (180) days after the facts constituting the matter complained of could have been known in the exercise of reasonable diligence.

In filing your complaint, we request that you fill out the enclosed Disciplinary Complaint Form (D-1) and follow the procedure outlined below when preparing your statement & attached Exhibit 1.

1. In the opening paragraph of your statement of complaint, please state the name of the Lodi Association of REALTORS® member that you are filing against, give the name of the firm the member was/is affiliated with, and the address of the property involved.
2. State the facts upon which your allegation is based. In other words, provide any information that supports your position that the specific Article or Section you cited has been violated, and relate your statements to the corresponding articles.
3. Include legible photocopies of **ALL** documents related to your grievance (i.e., contracts, deposit receipts, listing agreements, correspondence, MLS printouts, reports, etc.) Failure to do so may cause a delay in the Grievance Committee's ability to review your complaint. **THE BURDEN OF PROOF LIES WITH YOU THE COMPLAINANT.**
4. Your (D-1) Complaint form and "Exhibit 1" be legible, and that you include your originals along with **four (4)** complete copies of your complaint (each set should include the D-1 form, "Exhibit 1", and documentation).
6. Mail your complaint to the Lodi Association of REALTORS®,
777 S. Ham Lane, Suite B, Lodi, CA 95242 Attention: Henrietta Van Dyk