



You have indicated that you would like to file an Ethics Complaint with the Sierra Nevada REALTORS®. The first step in this process is for you to review the enclosed Code of Ethics document along with reviewing the Ethics Complaint Process General Information. After carefully reading both documents, please complete the Ethics Complaint Form in this packet.

An ethics complaint must cite Articles from the Code of Ethics, which you feel the REALTOR(s)® violated, since the Code of Ethics is by which a REALTOR(s)® conduct is judged. The Standard of Practice may only be cited in support of an Article from the Code of Ethics, which you feel the REALTOR(s)® have violated.

You must include the date you became aware there was a potential violation. Ethics complaints must be filed within one hundred eighty (180) days after the facts constituting the complaint, or could have been known, in the exercise of reasonable diligence.

In the Narrative Summary form in this packet, please explain how the REALTOR(s)® violated the Articles you cited in the Ethics Complaint form. Please include any documentation that supports the allegation(s) including but not limited to:

- Duties Owed
- Appraisal
- Offer & Acceptance Agreement
- Commission Instructions
- Texts
- Amendment(s)
- Buyer/Broker Agreement
- Closing Disclosure
- Addendum
- Phone Calls/Messages
- Inspections
- Exclusive Right to Sell
- Counter Offer
- Emails
- Pictures/Screen Shots

The information you submit will be forwarded to the Association's Grievance Committee for review and used to determine if the violation warrants a hearing. The Code of Ethics is the standard by which the Grievance Committee will review the submitted allegation(s) of potential violation(s). The Articles in the Code of Ethics are specific obligations, the violations of which can subject the member to disciplinary action after a due process hearing.

If a hearing is warranted, you will be notified and asked to attend. Please be aware that the Association is prohibited from awarding monetary damages in the event that your ethics complaint is upheld.

If you have any questions about the process or the paperwork in this packet, please reach out to me at your convenience via email at katie@snr.realtor

Sincerely,

Katie Fletcher, AHWD, C2EX
Vice-President of Operations

Sierra Nevada REALTORS®
5650 Riggins Ct. Reno, NV 89502
300 S. Curry St. #3 Carson City, NV 89703

Ethics Complaint Form

Cited Article(s) of Code of Ethics Part 1 of 2

Please complete part 2 the Narrative Summary Portion and submit with all supporting documentation for this incident.

Complainant(s): _____

Respondent(s): _____

Relationship to Transaction:

Buyer Seller Tenant Owner
 Listing Agent Selling Agent Property Mgr.

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List all alleged violations of the Articles of the Code of Ethics along with Standard of Practice(s) for each cited Article:

Article: _____ and, if applicable _____ Standard of Practice(s): _____

Article: _____ and, if applicable _____ Standard of Practice(s): _____

Article: _____ and, if applicable _____ Standard of Practice(s): _____

Article: _____ and, if applicable _____ Standard of Practice(s): _____

Date Alleged Violation(s) took place: _____

Date you became aware of the facts on which the alleged violation(s) are based: _____

I/We the undersigned declare that to the best of my/our knowledge of the allegations listed in this complaint are true and correct and have been filed within the 180 days of the alleged violations and/or within a responsible period of time after the conclusion of the transaction and/or event being alleged in this Ethics Complaint, whichever is the later.

Are the circumstances of this incident alleged in this Ethics Complaint involved in a civil and/or criminal litigation or in any proceeding before the Nevada Real Estate Licensing Authority and/or any other State and/or Federal Regulatory and/or Administrative Agency? Yes No

An Ethics Complaint maybe in filed in any jurisdiction, where the REALTOR® is a member. However, the REALTORS® Code of Ethics, Standard of Practice 14-1 states, in relevant part, "REALTORS® shall not be subject to disciplinary proceedings in more than one Association of REALTORS® with respect to the alleged violations of the Code of Ethics, relating to the same transaction and/or event."

Have you filed and/or do you intend to file a similar or related Ethics Complaint with another Association(s) of REALTORS®?
 Yes No

If **YES**, please list the Association(s) and the Date(s) filed or will be filed on below:

Association Name: _____ Date: _____

Association Name: _____ Date: _____

I/We understand that should the Grievance Committee dismiss this Ethics Complaint, in part or in total. **I/WE** have **20 days** from transmittal of the dismissal notice to appeal the dismissal to the SNR Board of Directors.

Name _____ Signature _____ Date _____

Name: _____ Signature: _____ Date: _____

Address: _____ Email: _____ Phone: _____