



## FUNCTIONS OF GRIEVANCE COMMITTEE DAYTON AREA BOARD OF REALTORS®

The Grievance Committee **does not** determine guilt or innocence. It will either:

1. Forwards the case for a hearing before the Professional Standards Committee, or
2. Dismiss it, if the complaint is determined to be unfounded.

A Board of REALTORS® has limitations to its authority regarding its members. Below is a list of those limitations:

1. The complaint must be filed within one hundred eighty (180) days of the time that the alleged offense and facts relating to it could have been known by the complainant in the exercise of reasonable diligence by a party to the transaction or client/customer of the agent.
2. The Board has jurisdiction only over violations of a member's duty to abide by the Code of Ethics. The Board cannot try a Board member for violations of Ohio real estate license law or any other alleged violation of the law.
3. For the same reason, the Board **can** suspend or terminate membership in the Board of one of its members but **cannot** suspend or terminate anyone's real estate license.
4. The Board **can**, in the case of an ethics violation being determined, administer discipline to the REALTOR® in one or more of the following ways:
  - a. Send a letter of warning or reprimand to the member
  - b. Direct the member to attend an ethics class or other training appropriate to the violation
  - c. Fine the member up to \$15,000 (this fine is **not** awarded to the complainant)
  - d. Place the member on probation
  - e. Suspend the membership of the REALTOR®
  - f. Expel the member from membership
5. Money damages or earnest money disputes **cannot** be part of an ethics proceeding.

**DAYTON AREA BOARD OF REALTORS® Ethics Complaint Form #E-1**

Call 937-223-0900

Fax 937-223-1084

Email [Events@dabr.com](mailto:Events@dabr.com)

**PLEASE PRINT, and return to:**

Grievance Committee  
Dayton Area Board of REALTORS®  
P.O. Box 111  
Dayton, OH 45401-0111

Date Filed: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Respondent – REALTOR®

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Respondent – REALTOR®

Complainant(s) charge(s): An alleged violation of Article(s) \_\_\_\_\_ of the Code of Ethics of the National Association of REALTORS® 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 alleged violation(s) (is/are) based: \_\_\_\_\_

I (we) declare that to the best of my (our) knowledge and belief, my (our) allegations in this complaint are true.

Are the circumstances giving rise to this ethics complaint involved in:

Civil or criminal litigation?

Yes  No

Any proceeding before the state real estate licensing authority?

Yes  No

Any other state or federal regulatory or administrative agency?

Yes  No

You may file an ethics complaint with any Board or MLS to which the REALTOR® is a member. However, note that the 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, or do you intend to file a similar or related complaint with another Association of REALTORS®?  Yes  No

If so, 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 transmittal of the dismissal notice to appeal the dismissal to the Board of Directors.

\_\_\_\_\_  
Complainant-Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Complainant-Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email