



ASSOCIATION PRESIDENT · STEVE MANDOLFO

ASSOCIATION EXECUTIVE · MAUREEN MOYER

Dear Complainant

To file a complaint of unethical behavior against a REALTOR® member of the Tehama County Association of Realtors you must:

1. File your complaint **within 180 days** from the date the alleged misconduct could have been known with the exercise of reasonable diligence.
2. Complete the enclosed **Disciplinary Complaint Form**
3. State on the complaint form the **Article number(s)** you believe the Realtor has violated, a copy of the **Code of Ethics with Articles** are included in this packet. Note: the Standards of Practice are NOT to be referenced by you, but will be considered by the grievance committee in determining if your complaint has merit.
4. **Attach 4 (four) copies** of all your supporting documentation and correspondence(s) pertaining to your complaint.
5. **Attach 4 (four) copies** of your description of the events leading up to, during and following (if pertinent) the alleged misconduct. Be as specific as possible but only include information which has merit pertaining to your complaint.

The Association of Realtors is not a government agency; it does not have the authority to take action regarding the licensing status of its members nor award punitive damages.

You may choose to file a complaint to the Department of Real Estate, complaint forms may be obtained directly from the web site at www.dre.ca.gov, or by calling the Department of Real Estate at:

Los Angeles	213-620-2072
Sacramento	916-227-0864
Oakland	510-622-2552
Fresno	559-445-5009
San Diego	619-525-4192

Please refer to the enclosed:

Ethics Complaints process
Disciplinary Complaint Form
Ethics Complaint Checklist
Code of Ethics & Standards of Practice (January 1, 2011)
California Code of Ethics and Arbitration Manual (effective January 1, 2010)

Sincerely,

Maureen Moyer
Association Executive
530-529-0430
530-529-5710 (fax)