

# ETHICS COMPLAINT CHECKLIST

Please use this checklist to be sure you include all pertinent information as evidence to support your complaint:

	<b>Complaint Form</b>	<b>Complete all sections; sign and date</b>
	<b>Statement of Facts</b>	<b>Specific Time-Line of events, including all relevant dates, parties and events</b>
	<b>Copies of Contracts</b>	<b>e.g. Purchase Agreements, Listing Agreement, Contract Addendum (a), Counter Offer (s), Contingency Removals, etc.</b>
	<b>Copies of Reports</b>	<b>e.g. Home Inspection Report, Pest Inspection, Roof Inspection, Well or Septic Inspection, etc.</b>
	<b>Copies of Disclosures</b>	<b>e.g. Transfer Disclosure Statement, Agent's Inspection Disclosure, Natural Hazard Disclosure, Agency Disclosure, etc.</b>
	<b>Copies of Correspondence</b>	<b>e.g. Letter, e-mails, faxes, notes of phone conversations between the parties.</b>