

Kauai Board of REALTORS®  
4359 Kukui Grove Street #103  
Lihue, HI 96766

**Ethics Complaint Form**

Complainant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Complainant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Name of Real Estate Agent, Principal and/or Company your complaint is against**

Respondent(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Respondent(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Note: Complaint must be filed within one hundred eighty (180) days after the facts constituting the matter could have been known in the exercise of reasonable diligence.***

1. Complainant(s) charge that the respondent has alleged violations of Article(s) \_\_\_\_\_ of the Code of Ethics or other membership duties as set forth in the Bylaws of the Kauai Board of REALTORS®.
2. Briefly explain your complaint on a separate sheet of paper citing the Articles that you feel may have been violated.
3. Please attach copies of all documents and/or contracts that support your complaint. **DO NOT** submit originals. (i.e. Listing Agreement; DROA; Counter Offers; Receipts; Correspondence related to your complaint; Escrow Documents; Rental Agreements; etc.)
4. Have you filed, or do you intend to file, a similar or related complaint with another REALTOR® Association; Board or MLS?  Yes  No (If yes, check all that apply and the date filed)  
 \_\_\_\_\_ Board of REALTORS Date Filed: \_\_\_\_\_  
 DCCA Regulated Complaints Office Date Filed: \_\_\_\_\_  
 \_\_\_\_\_ MLS Service Date Filed: \_\_\_\_\_
5. Are the circumstances to this ethics complaint currently involved in pending.....
  - civil litigation  Yes  No (If yes, the Grievance Committee will seek the advice of Board legal counsel, before proceeding).
  - criminal litigation  Yes  No (If yes, the Grievance Committee will cease its considerations and hold the complaint in "pending" status until such time the criminal litigation is concluded.)

6. Have you tried to contact the real estate company, Broker or Salesperson to resolve your complaint?  Yes  No  
(If yes, include the name of the persons you contacted & the dates)

\_\_\_\_\_

\_\_\_\_\_

7. Should the Grievance Committee dismiss the complaint in part or in total, I understand that I have twenty (20) days from receipt of the dismissal notice to appeal the dismissal to the Board of Directors.

I (we) declare that to the best of my (our) knowledge and belief, my (our) allegations and statements in this complaint are true. I further understand that if the complaint is referred to a hearing tribunal, I will have to participate in the hearing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use:**

Date of Receipt: \_\_\_\_\_

Membership Verification:  KBR \_\_\_\_\_

Licensed Verification:  PVL \_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_