

# Greater Downey Association of REALTORS,<sup>®</sup> INC

12073 Paramount Blvd. Downey, California 90242 (562) 861-0915 Fax (562) 923-9995 www.DAOR.com

**Re: Request for Arbitration Complaint**

**Dear :**

**As you requested, please find enclosed the following information to assist you in filing an arbitration complaint with The Greater Downey Association of Realtors<sup>®</sup>:**

**A blank Compliant Form (Form A-1) and instructions**

**A copy of the Procuring Cause Guidelines**

**A copy of the *California Code of Ethics and Arbitration Manual***

**Please be advised that in order for a complaint to be considered filed timely with the Association, the compliant must be filed with one hundred and eighty (180) calendar days after the closing of the transaction, if any , or after facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence, whichever is later. Also, you may want to become familiar with the *California Code of Ethics and Arbitration Manual* as this is the set of rules that are used to process complaints filed with the association. Finally, since the Association is not a governmental entity, it does not have authority to take action regarding the licensing status of its members.**

**If you have any questions regarding filing of your compliant or the information enclosed, please feel free to call me at 562-861-0915.**

**Sincerely,**

**GREATER DOWNEY ASSOCIATION OF REALTORS<sup>®</sup>, INC.**

**Nelly Palma, Executive Director of Customer Care**

**NP:hs**

