

Greater Downey Association of REALTORS,[®] INC

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

Re: Request for Disciplinary Complaint

As you requested, please find enclosed the following information to assist you in filing a disciplinary complaint with the Downey Association of Realtors[®] :

Please refer to the www.daor.com to obtain the association's MLS Rules & Regulation and a copy of the *California Code of Ethics and Arbitration Manual*. Also, please be advised that in order for a complaint to be considered filed timely with the Association, the complaint must be filed within one hundred and eighty (180) calendar days after the facts constituting the alleged wrongful conduct occurred. 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, it should be reminded that since the Association is not a governmental entity, it does not have authority to take action regarding the licensing status of its members.

(1) Fill out Complaint Form D-1—to judge which articles of the Code of Ethics have been violated, please refer to the Code of Ethics and/or MLS Rules both found at www.daor.com

(2) Submit with Form D-1, A Written Statement and Exhibits. Please Include a written statement of the occurrence. What are the circumstances you are reporting? This statement is to give the Grievance Committee a better understanding of what may have happened.

Greater Downey Association of REALTORS is a voluntary trade association and has no jurisdiction over an agent's real estate licensing status. If you wish to file a complaint with the state licensing agency, contact the California Bureau of Real Estate @ (213) 620-2072 or visit www.bre.ca.gov The filing of this Disciplinary Complaint will not address any money issues you may have with the Respondent.

If you have any questions about the procedures being used to process your complaint, please refer to the *CAR California Code of Ethics and Arbitration Manual* of CAR or feel free to call me at 562-861-0915.

Sincerely,

Erica Ochoa, Professional Standards Administrator
GREATER DOWNEY ASSOCIATION OF REALTORS[®], INC.

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