



Greetings,

Thank you for contacting the Association. Per your request, enclosed with this letter is an Ethics Complaint Form #E-1 which you will need to complete and return to me, along with a written explanation of the events to substantiate your complaint. The complaint must be filed with the Association within one hundred eighty (180) days from the time you as the "Complainant", knew (or reasonably should have known) that potentially unethical conduct took place. Please be advised that if any other legal action, police reports, or filings with the Real Estate Commission have been made, those processes may need to be completed before your complaint can be heard.

I am also enclosing a copy of the NAR Code of Ethics and Standards of Practice to assist you in citing the Article(s) you are alleging was violated. If you need assistance in determining which Article you need to cite, please feel free to contact the Association and a member of the Association's Grievance Committee will be assigned to assist you.

Once we receive the formal complaint, this information is forwarded to our Grievance Committee to determine if there is sufficient cause to refer the case before a hearing panel of our Professional Standards Committee. Therefore, it is very important that you provide us with as detailed an explanation as possible. You will be notified in writing of the decision of the Grievance Committee. Please keep in mind that if the Grievance Committee refers this case to the hearing panel, you will have to appear as the Complainant and testify at the hearing.

For your convenience, and to assist you with questions, included is an article titled "Before You File an Ethics Complaint". In the event you cannot find the information you need within this article, or if you need any further assistance, please do not hesitate to contact me.

Sincerely,

Jennifer Foutch
Association Executive Officer
Professional Standards Administrator
23280 County Rd. 65
Robertsdale, AL 36567
251-270-2724
JenniferF@baldwinrealtors.com

Enclosures as Noted:

[Form #E-1](#)
[NAR Code of Ethics and Standards of Practice](#)
["Before You File an Ethics Complaint"](#)