



## Re: Request to File Disciplinary Complaint

Please find enclosed the following information to assist you in filing a disciplinary complaint with the Lake County Association of REALTORS®:

- (1) A blank Complaint Form (Form D-1)
- (2) The 2007 National Association of REALTORS® Code of Ethics
- (3) The Association's MLS Rules and Regulations
- (4) 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 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.

If you have any questions regarding the filing of your complaint or the information enclosed, please feel free to call me at 707-263-9300 Ext. 103.

Sincerely,

Misty Jones  
Professional Standards Administrator

Enclosures