



Greater Baltimore Board of REALTORS®

The GREATER BALTIMORE BOARD OF REALTORS®

1954 Greenspring Drive Suite 100, Timonium, MD 21093

Office 410-337-7200 \* FAX 410-337-2138

**PLEASE NOTE: IF YOU HAVE ALREADY SUBMITTED A WRITTEN STATEMENT OF FACTS, IT WILL BE ATTACHED TO THE COMPLETED ETHICS COMPLAINT FORM.**

**IN ORDER FOR THIS COMPLAINT TO BE REVIEWED BY THE GRIEVANCE COMMITTEE, YOU MUST COMPLETE AND RETURN THE ETHICS COMPLAINT FORM CITING WHICH ARTICLE(S) OF THE CODE OF ETHICS YOU ALLEGE WERE VIOLATED & ATTACH A STATEMENT OF FACTS. COMPLAINTS MUST BE FILED WITHIN EXACTLY 180 DAYS AFTER THE FACTS CONSTITUTING THE MATTER COULD HAVE BEEN KNOWN IN THE EXERCISE OF DUE DILIGENCE. THE INDIVIDUAL MUST BE A MEMBER OF GBBR.**

This will acknowledge your request for an Ethics Complaint Form. The Greater Baltimore Board of REALTORS® is a private, membership organization. The Board is not part of the state or city/county government and does not have jurisdiction over an individual's real estate license. The license is governed by the Maryland Real Estate Commission. **IF YOU HAVE FILED A COMPLAINT WITH THE REAL ESTATE COMMISSION, GBBR CANNOT CONSIDER THE COMPLAINT UNTIL THE COMMISSION HAS COMPLETED ITS PROCESS AND THE MATTER IS CLOSED. COMPLAINTS CANNOT BE FILED WITH BOTH ORGANIZATIONS AT THE SAME TIME. CONFIRMATION IS OBTAINED FROM THE COMMISSION AS TO WHETHER COMPLAINANT HAS FILED A COMPLAINT.**

**PLEASE THOROUGHLY READ THE ATTACHED COMPLAINT FORM THEN COMPLETE AND RETURN WITH YOUR STATEMENT OF FACTS.**

Also, the Board **cannot process any claims for monetary damages.** If you wish to make a claim against the Real Estate Guaranty Fund, you must contact the Maryland Real Estate Commission at 410-230-6230.

**Complaints must be filed within exactly 180 days after the facts were known.**

Enclosed is an Ethics Complaint form and a copy of the Code of Ethics. **YOU MUST CITE ONLY THE ACTUAL ARTICLE OF THE CODE OF ETHICS – NOT THE STANDARD(S) OF PRACTICE RELATED TO EACH ARTICLE. You must also submit a written statement of facts.**

Once your complaint has been received, it will be forwarded to the Grievance Committee for its review at its next meeting. The committee will then determine whether the matter warrants a formal hearing. When the Grievance Committee has made its determination, you will be notified.

**IF YOUR COMPLAINT IS FORWARDED FOR A FORMAL HEARING YOU MUST PERSONALLY ATTEND THE HEARING IN ORDER TO PRESENT YOUR EVIDENCE, TESTIMONY, ETC. IF YOU, AS THE COMPLAINANT, DO NOT SHOW UP FOR THE HEARING THE COMPLAINT WILL BE DISMISSED.**

Should you have any questions, please contact me.

Sincerely,

Cheryl Alexander  
Administrator of Professional Standard  
cheryl@gbbr.org

**ETHICS COMPLAINT**

COMPLAINANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE #: \_\_\_\_\_

RESPONDENT(S) (MEMBER WHOM COMPLAINT IS AGAINST - MUST BE INDIVIDUAL'S NAME & **INDIVIDUAL(S) MUST BE A MEMBER OF GBBR:**

NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

**MEMBERS NOT NAMED AS RESPONDENTS WILL NOT BE CONSIDERED AS PARTIES IN THE COMPLAINT. RESPONDENT MUST BE A MEMBER OF GBBR.**

**I DECLARE THAT THIS COMPLAINT IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF OF THE UNDERSIGNED. COMPLAINT MUST BE FILED WITHIN EXACTLY 180 DAYS AFTER THE FACTS CONSTITUTING THE MATTER COULD HAVE BEEN KNOWN IN THE EXERCISE OF REASONABLE DILIGENCE. GBBR DOES NOT HAVE THE AUTHORITY TO CONSIDER REQUESTS FOR MONETARY DAMAGES OR THE RETURN OF FUNDS.**

AN ALLEGED VIOLATION OF ARTICLE(S) \_\_\_\_\_ OF THE CODE OF ETHICS. IN FILING A CHARGE OF ALLEGED VIOLATION OF THE CODE BY A REALTOR®, THE CHARGE MUST READ AS AN ALLEGED VIOLATION OF ONE OR MORE **ARTICLES** OF THE CODE NOT THE STANDARD OF PRACTICE. **YOU MUST ATTACH YOUR STATEMENT TO THIS FORM.**

**IF THE CIRCUMSTANCES GIVING RISE TO THE ETHICS COMPLAINT IS INVOLVED IN CIVIL OR CRIMINAL LITIGATION OR IN ANY HEARING BEFORE THE REAL ESTATE COMMISSION OF MARYLAND OR ANY OTHER STATE OR FEDERAL REGULATORY OR ADMINISTRATIVE AGENCY, GBBR CANNOT PROCESS THIS COMPLAINT UNTIL SUCH TIME AS THE OTHER MATTERS HAVE BEEN CLOSED. IS THERE ANY CIVIL/CRIMINAL LITIGATION PENDING? \_\_\_ YES \_\_\_ NO**

**HAVE YOU FILED A COMPLAINT WITH THE REAL ESTATE COMMISSION (THE STATE LICENSING BODY)? \_\_\_ YES \_\_\_ NO IF A COMPLAINT HAS BEEN FILED WITH THE COMMISSION OR A LAWSUIT HAS BEEN FILED GBBR CANNOT CONSIDER COMPLAINT UNTIL THOSE MATTERS HAVE BEEN RESOLVED.**

**YOU MAY FILE AN ETHICS COMPLAINT IN ANY JURISDICTION WHERE A REALTOR IS A MEMBER OR MLS PARTICIPANT. NOTE THAT THE REALTORS CODE OF ETHICS PROVIDES THAT REALTORS SHALL NOT BE SUBJECT TO DISCIPLINARY PROCEEDING IN MORE THAN ONE BOARD OF REALTORS WITH RESPECT TO ALLEGED VIOLATIONS OF THE CODE RELATING TO THE SAME TRANSACTION OR EVENT. HAVE YOU FILED, OR DO YOU INTEND TO FILE, A SIMILAR OR RELATED COMPLAINT WITH ANOTHER BOARD/ASSOCIATION OF REALTORS? \_\_\_ YES \_\_\_ NO IF SO NAME OF OTHER BOARD/ASSOCIATION OF REALTORS \_\_\_\_\_ DATE FILED \_\_\_\_\_**

**IF YOU HAVE ALREADY SUBMITTED YOUR STATEMENT OF FACTS, IT WILL BE ATTACHED TO THIS FORM.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RETURN TO: Greater Baltimore Board of REALTORS® CASE # \_\_\_\_\_  
1954 Greenspring Drive Suite 100  
Timonium, Maryland 21093 410-337-7200 FAX - 410-337-2138  
Attn: Cheryl Alexander