



KAMLOOPS & DISTRICT REAL ESTATE ASSOCIATION

101 - 418 St. Paul Street, Kamloops, BC V2C 2J6 250-372-9411

# Complaint Form

(IF YOU ARE FAXING OR MAILING THIS FORM PLEASE PRINT CLEARLY)

## A. INFORMATION ABOUT COMPLAINANT

Name(s) of person(s) filing complaint		
Mailing Address		
Telephone (Home)	Fax (Home)	Cell Phone
Telephone (Work)	Fax (Work)	Email Address
Please indicate if you are the Seller, Buyer, Landlord, Tenant, Broker, Member, or Other (if other please specify)		
Are you licensed under the <i>Real Estate Services Act</i> ?		
If yes, please state the name, address and telephone number of your Brokerage:		<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, is the Manager/Managing Broker of your Brokerage aware of this complaint?		<input type="checkbox"/> No <input type="checkbox"/> Yes

## B. INFORMATION ABOUT YOUR COMPLAINT

List the name(s) of the Real Estate Licensee(s)/Member(s) you are complaining about	
Name of Licensee/Member	Name and address of Brokerage
Name of Licensee/Member	Name and address of Brokerage
Name of Licensee/Member	Name and address of Brokerage
Address of the property that is the subject of your complaint	Date(s) of transaction or event giving rise to Complaint
Have you contacted the Licensee's Manager/Managing Broker regarding your complaint?*	
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please state name, date, and results of contact. If no, please let us know why you have not contacted Manager/Managing Broker.	
Have you filed the complaint with any other organization (e.g. Real Estate Council of B.C.)?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please state with whom you filed and when, and the results of that complaint.	
Is this matter the subject of any legal action, either already filed or pending?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide an explanation.	

\*KADREA strongly recommends that you contact the Licensee's Manager/Managing Broker and give him/her an opportunity to respond to your concerns prior to filing a formal complaint with us. To find out the name of the Managing Broker, you may do a Licensee search at [www.recbc.ca](http://www.recbc.ca).

## C. COMPLAINT DETAILS

Please give us a brief summary (with a chronological statement of events) of your complaint below. Please also let us know what you would like to see happen as a result of your complaint. There are third and fourth pages at the end of this form if you need more room.

## D. SUPPORTING DOCUMENTS AND WITNESSES

Please send us clear photocopies of all documentation and witness statements (if any) in support of your complaint. If you wish to fax us please state your name on a fax cover sheet and then fax the documents to us at (250) 828-1986. Examples of supporting documents are:

1. Listing Contract
2. Buyer's Agency Contract
3. Working with a REALTOR® brochure
4. Listing information (feature sheet, advertisements)
5. Signed witness statements
6. Contract of Purchase and Sale and addenda
7. Property Disclosure Statement
8. All documents relating to a property management transaction
9. All relevant correspondence between you and the brokerage and/or Licensee/Member e.g. letters, email messages, etc.

List the names and contact information of any witnesses who have personal knowledge of and are willing to testify in support of complaint.

Name and Mailing Address	Contact phone number(s)
1.	
2.	

## E. CONSENT

By submitting this form via email/fax or mail to the Kamloops & District Real Estate Association I/we hereby authorize the Kamloops & District Real Estate Association to forward a copy of my/our entire complaint, including documents, to any licensee/Member who may be involved in the matter that is the subject of my/our complaint, as well as to the Managing Broker(s), in order to assist the Kamloops & District Real Estate Association with its investigation.

I/We also hereby authorize the Kamloops & District Real Estate Association to forward a copy of my/our entire complaint, including attachments, to any other real estate Board/Association for the purpose of that Board/Association conducting its own investigation concerning the actions of any Licensee/Member who is a member of that Board/Association, as well as to the Real Estate Council of B.C. if, in the opinion of the Kamloops & District Real Estate Association, a potential breach of the *Real Estate Services Act* has occurred.

I/We understand that I/we may be asked to provide additional supporting evidence and to attend interviews. If an investigation results in a Hearing, I/we understand that I/we may be required to testify before the Real Estate Board's Hearing panel.

DATE	Signature of Complainant(s) – Please sign here if you are mailing or faxing us this form.
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Please scan/email, mail or fax form to:

**Kamloops & District Real Estate Association**  
#101 - 418 St. Paul Street  
Kamloops, B.C. Canada V2C 2J6  
Fax: (250) 828-1986  
admin@kadrea.com

Enquiries:

Telephone: (250) 372-9411  
Fax: (250) 828-1986  
Email: admin@kadrea.com

**F. ADDITIONAL COMPLAINT DETAILS**

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