



To Whom It May Concern;

Pursuant to your request, please [Click Here](#) to view and/or print a formal Ethics Complaint Form. Please note that Ethics Complaints must be filed with the Central Panhandle Association of Realtors® (CPAR) within one hundred eighty (180) days after the facts constituting the matter complained of could have been known in the exercise of reasonable diligence or within one hundred eighty (180) days after the conclusion of the transaction, whichever is later.

In formulating your complaint, you **MUST** include a written summary of what transpired to make you feel an ethics violation has occurred. Please read through the Articles of the Code of Ethics [HERE](#) before writing your complaint, and be sure that you refer to a specific article(s) so that our Grievance Committee can determine whether or not sufficient evidence exists to warrant the holding of a Professional Standards Hearing. Include all documentation, such as copies of listing(s)/sales contract(s), lease agreements, correspondence and/or any pertinent material that would help the Grievance Committee make their decision.

Further, when a REALTOR® is charged with a violation of the Code of Ethics, the complaining party **may not** recover damages, either actual or punitive, nor can a REALTOR®'s license with the State of Florida be suspended or terminated. **The National Association of Realtors® guidelines do not include a process for seeking recovery for monetary reimbursement. Please consult legal counsel regarding any contract issues.** Possible sanctions could include a fine up to \$5,000 payable to CPAR, required attendance at an educational seminar, probation, or suspension from CPAR.

Once the formal Ethics Complaint Form is fully completed and returned to CPAR, it will be presented to the Grievance Committee for their review at the next available meeting. Following their review, you will be notified of their actions, which will be one of the following: dismissal, request for more information, or forwarded to a Professional Standards Panel for a hearing. Should there be a hearing, you will be furnished with a copy of the Respondent's response, and notification of the hearing date, location and time. **Important: you must be physically or virtually present for the hearing.** A hearing panel will not make a decision based solely on written material. [Click Here](#) to view and/or print a summary of what happens before, during, and after an ethics complaint is filed.

Note: It is possible that your complaint with alleged violations may be covered in CPAR's Citation Policy and will be handled accordingly. [Click here](#) for CPAR's Citation Policy and schedule of fines.

Sincerely,


Debbie Ashbrook, CEO