

***PROCEDURES FOR FILING DISCIPLINARY AND ARBITRATION COMPLAINTS
WITH THE BAY AREA REAL ESTATE INFORMATION SERVICES, INC. (BAREIS)***

DISCIPLINARY COMPLAINTS

A “**Disciplinary Complaint**” **Form (D-1)** should be used to allege violations of the BAREIS Rules and Regulations. A complaint must be filed within **180 days** after the facts constituting the matter could have been known in the exercise of reasonable diligence. Specify which Sections of the Rules and Regulations you think were violated, sign and date the form. Attach a statement (preferably typed) and copies of any pertinent documents supporting your claim.

When a **Disciplinary Complaint** is received, it will be reviewed by the Grievance Committee. The Committee will decide whether or not to refer the complaint for hearing before three Professional Standards panelists. You will be notified by mail of the Grievance Committee’s decision. If a hearing is called for, the respondent will be informed, and will be given a copy of your complaint and any other relevant papers, and will be asked to submit a written response. You will receive a copy of the response, a hearing will be arranged, and all parties will receive at least 21 days’ notice of the date. A \$150 fee may be charged to the party causing a continuance (postponement) of a hearing.

Please contact Carrie Kozubal, Professional Standards Administrator, regarding filing of disciplinary complaints through BAREIS. She can be reached at 707-575-8000 ext. 124 or Carrie@norcalmls.com.

ARBITRATION COMPLAINTS

Please contact Carrie Kozubal, Professional Standards Administrator, regarding filing of arbitration complaints through BAREIS. She can be reached at 707-575-8000 ext 124 or Carrie@norcalmls.com.

NOTE: The *California Code of Ethics and Arbitration Manual*, which contains detailed information on the Disciplinary and Arbitration complaint process, is available upon request.

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