



**IREC use only**

# VERIFIED COMPLAINT FORM

**INSTRUCTIONS:** Please type or print clearly in ink. You must provide all requested information for the Commission to process your complaint. For assistance in completing or submitting this complaint, contact the Idaho Real Estate Commission.

**PLEASE NOTE:** The Idaho Real Estate Commission regulates real estate brokerage activity and real estate licensees in the State of Idaho. The Commission's jurisdiction extends only to potential disciplinary actions involving violations of the Idaho Real Estate License Law and Administrative Rules (Idaho Code Title 54, Chapter 20 and IDAPA 24, Title 37, Chapter 1).

The Commission is not empowered to enforce, interpret, modify, rescind or cancel listing agreements, purchase and sale agreements, or any other contract; compel the payment of money, award damages, or render a judgement in your favor; order the return of earnest money; settle real estate commission fee disputes; or decide violations of the REALTOR® Code of Ethics.

## I. INFORMATION ABOUT PERSON(S) FILING COMPLAINT

Name: \_\_\_\_\_  
Last First Middle

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation(s): \_\_\_\_\_

Were you a buyer/seller/or real estate agent? \_\_\_\_\_

## II. INFORMATION ABOUT BROKER(S) AND/OR SALESPERSON(S) BEING COMPLAINED ABOUT (LICENSED OR UNLICENSED)

1. Name: \_\_\_\_\_

License Type (check one):  Broker  Salesperson License #: \_\_\_\_\_

Who did he/she represent? \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Brokerage Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

License Type (check one):  Broker  Salesperson License #: \_\_\_\_\_

Who did he/she represent? \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Brokerage Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**III. GENERAL INFORMATION ABOUT COMPLAINT**

1. I  have  have not (check one) contacted the person(s) complained about and attempted to resolve this matter. Who did you contact, and when?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you involved in a lawsuit about this matter?  No  Yes (If yes, please provide the following)

Case Title: \_\_\_\_\_ Case No.: \_\_\_\_\_

Court Name & Address: \_\_\_\_\_

Case Status: \_\_\_\_\_

3. Please attach a written narrative detailing the facts surrounding your complaint. Include copies of any documents, emails, notes or other items relating to your complaint.

4. Provide the name(s) and contact information (if known) of any other person(s) who may have knowledge of this matter. Please attach additional sheets as needed.

Name: \_\_\_\_\_

Contact Info.: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Info.: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Info.: \_\_\_\_\_

**IV. VERIFICATION OF COMPLAINT**

I understand a copy of this complaint will be provided to anyone against whom I have complained. As the complainant, I may be required to testify if this matter proceeds to a formal action.

I declare that the foregoing complaint is true and correct to the best of my knowledge.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Complainant Signature

**COMMISSION ACTION ON COMPLAINT:** You will receive written confirmation that your complaint has been received. You may be asked to submit additional information or clarification, and you will be notified as to the final disposition of your complaint.