



OFFICE USE									
Case #									
Order ID:	_____								

NORTH CAROLINA REAL ESTATE COMMISSION  
P.O. Box 17100 Raleigh, N.C. 27619-7100  
Phone (919) 875-3700 • Email: ra@ncrec.gov  
Website: www.ncrec.gov

## COMPLAINT FORM

**The Real Estate Commission investigates complaints against real estate licensees accused of misconduct. If the Commission finds that real estate licensees have violated the Real Estate License Law or Commission rules, it can suspend or revoke their licenses.**

### INSTRUCTIONS

1. This form should be used when filing a complaint with the North Carolina Real Estate Commission against a real estate broker or a time share project (hereinafter "licensee"). **Please read and follow these instructions.**
2. Please fill in the information requested below. Then answer the questions and state your complaint on page three of this form.
3. **IMPORTANT: Your complaint and any supporting documentation will become a public record, and a copy of it will be given to the real estate licensee complained against. Complaints cannot be withdrawn or deleted.**
4. Persons who file complaints must be willing to appear as a witness, be sworn, testify and be cross-examined concerning the allegations made in their complaints.

### IMPORTANT

**The Real Estate Commission cannot**

- Give legal advice or act as your attorney,
- Assist in resolving contract disputes,
- Order agreements/contracts to be canceled,
- Order monies to be paid or refunded to you, or
- Assist in resolving disputes involving compensation between brokers.

**If you have these types of issues, you should consult a private attorney.**

TYPE OR PRINT CLEARLY IN INK

Your Full Name

(Identifies you as the Complaining Witness) \_\_\_\_\_  
(First) (Middle) (Last)

Mailing address \_\_\_\_\_  
(Address) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### REAL ESTATE LICENSEE(S) COMPLAINED AGAINST

**BROKER #1**

Licensee's Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

DO NOT WRITE IN THIS SPACE  _____ _____ _____ _____
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**BROKER #2 (IF ANY)**

DO NOT WRITE IN THIS SPACE

Licensee's Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Have you hired or consulted an attorney regarding your complaint?  Yes  No

If "Yes"

Attorney's Name \_\_\_\_\_

Attorney's Phone \_\_\_\_\_ Attorney's Email Address: \_\_\_\_\_

Is there a pending or completed lawsuit regarding your complaint?  Yes  No

When did this event occur? \_\_\_\_\_

Property address (if applicable) \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

**SIGNATURE AND CERTIFICATION**

The undersigned hereby swears or affirms that the foregoing statement and the attachments hereto are true.

\_\_\_\_\_  
Signature of Complaining Witness Date

## COMPLAINT STATEMENT

Provide a detailed written statement describing your complaint. Be factual. **Furnish copies of all documents pertaining to your complaint (contracts, letters, etc.), retaining the originals for your files.** Include the name, address, and telephone number of any additional broker(s) and witness(es) to the matter in question. Attach additional sheets if necessary.

**PLEASE TYPE OR PRINT LEGIBLY.**