

Date _____

TO: _____

FROM: Santa Barbara Association of REALTORS®

Re: **Request for Arbitration Complaint**

As you requested, please find enclosed the following information to assist you in filing an arbitration complaint with the Santa Barbara Association of REALTORS®.

- (1) Instructions
- (2) PA-2 if **member of the public** is requesting a complaint form
- (2) A blank Arbitration Complaint form (Form A-1 or PA-1)
- (3) A copy of the *Santa Barbara Association of REALTORS® Code of Ethics and Arbitration Manual*

Please be advised that in order for a complaint to be considered filed timely with the Association, the complaint must be filed within one hundred and eighty (180) calendar days after the closing of the transaction, if any, or after the facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence, whichever is later. Also, you may want to become familiar with the *Santa Barbara Association of REALTORS® Code of Ethics and Arbitration Manual* as this is the set of rules that are used to process complaints filed with the Association. Finally, it should be reminded that since the Association is not a governmental entity, it does not have authority to take action regarding the licensing status of its members.

If you have any questions regarding the filing of your complaint or the information enclosed, please feel free to call me at (805) 963-3787.

Sincerely,

John R. Nisbet
Executive Officer

Enc.