

INSTRUCTIONS FOR FILING AN ARBITRATION COMPLAINT

An Arbitration Complaint filed with the Santa Barbara Association of REALTORS® is a dispute arising from a real estate transaction over money that an individual(s) or company owes another.

The following are procedures to follow in filing an Arbitration complaint. Please read these instructions and follow them closely so that your request may be processed in a timely manner. The Santa Barbara Association of REALTORS® Code of Ethics and Arbitration Manual has been enclosed for you convenience.

1. Complete the Arbitration Complaint form. Sign the complaint and be sure to include your address and phone number where you can be reached during the daytime. Any information left off the form will delay the processing of the complaint.
2. Type or print a statement, "Exhibit 1," which describes the reason(s) you are filing this arbitration. In the opening paragraph of "Exhibit 1" state the name(s) of the member(s) against whom the Arbitration Complaint is being filed, the company with which he/she is affiliated, and the address of the property involved in the dispute.
3. Attach legible copies of any pertinent documents to "Exhibit 1," i.e., listing agreement, purchase contract, agency disclosure, transfer disclosure, correspondence, etc.
4. Accompany your complaint with the \$500 arbitration filing fee made out to: Santa Barbara Association of REALTORS®.
5. **Mail or bring your entire complaint to:** Santa Barbara Association of REALTORS®; Attention: Krista Pleiser; 1415 Chapala Street; Santa Barbara, CA 93101. Please Mark: Confidential.
6. Retain the ***Santa Barbara Association of REALTORS® Code of Ethics and Arbitration Manual*** as a reference for the procedures. Feel free to call **Krista Pleiser (805) 884-8609** with any questions or for any information you may need.