NOTICE TO RESPONDENT
DISCIPLINARY HEARING (EA)
_____ ASSOCIATION OF REALTORS®

Case No. _____

_____ vs._____
Complainant(s) Respondent(s)

_____ vs._____
Complainant(s) Respondent(s)

To:_____
Respondent(s)

Attached to this notice is a copy of a disciplinary complaint filed with this Association which names you as a respondent. The complaint alleges violations of the Code of Ethics, MLS rules or other membership and MLS duties. The complaint was reviewed by the Grievance Committee and referred for hearing before a panel of the Professional Standards Committee.

If you desire assistance with completion of the Response Form (Form D-3), enclosed you will find the names of several Ethics Advocates ("EA") (Form D-23A). The EA will help you complete the disciplinary response and other required forms. In addition, at your option, the EA can represent you at any hearings that may be held in connection with this case and assist you through the hearing procedures. **There is no cost for the use of an EA.** If you wish the assistance of an EA, please complete and return:

Request for Ethics Advocate (Form D-23)
Ethics Advocate Acceptance (Form D-23A)
EA Communication Preference (Form D-23B)

Please Note: In order to use the services of an EA, you must agree to hold the Association harmless and waive any claim for liability against the Association or the EA for the conduct of the EA in assisting you. If you refuse to hold the Association harmless, no EA will be able to assist you. Additionally, if you use the services of an EA, you will still be required to attend any hearings that take place.

If you do not wish the assistance of an EA, there is no need to return Forms D-23, D-23A and D-23B.

The Complainant _____has _____ has not elected the assistance of an EA, at this time.

This matter will be processed by the Association in accordance with the rules and procedures of the Association. Please be advised that the proceedings regarding this matter must be kept confidential and that you have an obligation to maintain and protect this confidentiality. Under these rules, you have fifteen (15) calendar days from the date specified below in which to mail or file a written response to this complaint with the Association. Attached is a blank response Form D-3 for your use.

If you intend to file a written response, please include one (1) original and _____ copies for the other parties and the hearing Panel.

Dated: _____

_____
Signature
_____, Association Executive or Authorized Designee
(Type or Print)

Please mail or file response to:
ASSOCIATION OF REALTORS®
Attn: _____
Address _____
City, State, Zip_____

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