



State of Oregon Real Estate Agency

Complaint Cover Sheet and Checklist

Your Information

Name: _____
 Address: _____

 Day Phone: () _____
 Signature: _____

Checklist - Attach Applicable

Description of Complaint
 Copies of all Relevant Documents
 Correspondence with Broker(s)
 Witness Contact Information

Complaint Against

Name: _____
 Company: _____
 Address: _____

 Phone: () _____

Complaint Against

Name: _____
 Company: _____
 Address: _____

 Phone: () _____

Important Things to Know Prior to Filing a Complaint

- ° We cannot help you recover damages
- ° Without a complete, legible complaint, we may be unable to investigate
- ° Make sure that you have used the checklist to attach all of the required documentation
- ° Please include a physical address, not a PO Box, and a daytime contact number

About the Complaint Process

The Agency regulates the actions of real estate licensees in the course of their professional real estate activity. We also regulate unlicensed individuals who collect or attempt to collect a fee for representing another person in a real estate transaction. We do not regulate private parties or real property transactions that do not involve real estate agents.

We do not (and cannot) help consumers recover damages.

If an agent is found (through the investigation process) to have committed violations of the laws or rules administered by the Agency, then the Agency may take administrative action against the license of the offending agent. This means we may issue a reprimand, suspension, or revocation against the agent's license, but we cannot recover damages on anyone's behalf.

Without complete information, we may be unable to investigate your complaint.

Don't forget to attach a legible, complete explanation of the complaint.