INSTRUCTIONS FOR FILING A REAL ESTATE APPRAISERS’ COMPLAINT FORM

In accordance with Chapter 20.7 of Title 5 of the R.I. General Laws, in order for the Rhode Island Department of Business Regulation, Division of Commercial Licensing & Regulation, Real Estate Appraisers Section, to process a real estate complaint for the Real Estate Appraisers Board, it is required that you complete the complaint form attached in its entirety. The complaint form must be signed and notarized. Failure to notarize the complaint form and failure to complete any portion of the form will automatically result in the Board/Department returning the complaint to you without further action.

The Department of Business Regulation or the Real Estate Appraisers Board does not have the power or authority to provide you with any type of monetary remedy and/or award even in the event that you prevail and prove the facts surrounding your complaint. Neither the Department nor the Board can provide legal advice or act as your attorney. Also, your complaint may become a public record, and a copy of it will be given to the Real Estate Appraiser licensee complained against. The sole power of this Department is to suspend, and/or revoke the license of a real estate appraiser, or impose an administrative fine/penalty if the factual basis of your complaint constitutes a violation of the law and/or the Rules and Regulations – Commercial Licensing Regulation 10 – Real Estate Appraisers.

After you have submitted all forms and documentation to the Board in its appropriate form, the Board will review your complaint to determine whether or not there are sufficient facts to proceed with its formal complaint hearing process. In the event the Board determines there are insufficient facts or allegations contained in your complaint, you will be notified in writing.
REAL ESTATE APPRAISERS COMPLAINT FORM

TYPE OR PRINT CLEARLY IN INK

Name (Complainant): ________________________________________________________________

Address: _____________________________________________________________

Street ______________________ City ______ State ______ Zip Code ______

Phone: ______________________ E-mail: ________________________________

APPRaiser LICENSEE COMPLAINT IS AGAINST:

Licensee Name (Respondent): __________________________________________________________

Company Name: __________________________________________________________________

Company Address: __________________________________________________________________

Street ______________________ City ______ State ______ Zip Code ______

Phone: ______________________ E-mail: _______________________

Physical address of appraised property: ________________________________________________

Provide a detailed written statement of the basis of your complaint. Please be factual. Furnish copies of all documents pertaining to your complaint (contracts, letters, etc.), retaining the originals for your files. The burden of proving your complaint rests upon you as the complaining party. Attach additional sheets if necessary.

_________________________________________________________________________________

_________________________________________________________________________________

Have you consulted an attorney regarding your complaint? ……………………………………… □ □

If “YES,” please provide his/her name and address: __________________________________________

________________________________________________________________________________

Is there a pending or completed lawsuit regarding your complaint? …………………………… □ □

The undersigned swears to or affirms the truth and accuracy of all statements, answers, representations and allegations contained herein, including all statements hereto attached.

Sign: ________________________________ Date: ________________________________

Subscribed and sworn to me this ______ day of ______________________, 20_____

____________________________________

NOTARY PUBLIC