

601-1595 Bedford Highway, Bedford, NS, B4A 1Y4 nova scotia real estate Phone: 902-468-3511 or 800-390-1015 Fax: 902-468-1016 or 800-390-1016 COMMISSION FAX: 902-400-1010 01 000-350-1010 www.nsrec.ns.ca | compliance@nsrec.ns.ca

COMPLAINT FORM

Prior to completing this complaint form, take time to read the **informational brochure** explaining the complaint and investigation process of the Nova Scotia Real Estate Commission.

Should you choose to submit a formal complaint, print and carefully read and complete this form. Submit the completed form and all attached documentation to:

Nova Scotia Real Estate Commission **ATTN: Compliance** 601-1595 Bedford Highway, Bedford, NS, B4A 1Y4

A. WHO ARE YOU? (COMPLAINANT)									
□ M	r. 🗖	Ms.	☐ Mrs.	First Name	Last Name				
□ М	r. 🗖	Ms.	☐ Mrs.	First Name	Last Name				
Mailing Address (street, city, province, postal code)									
Preferred Phone Number			umber	Alternate Phone Number	Email				
Your role in the transaction									
How did you find out about the Nova Scotia Real Estate Commission?									
☐ Internet ☐ Government ☐ Industry Member ☐ Broker ☐ Nova Scotia Association of REALTORS®									
□ Annapolis Valley Real Estate Board □ Lawyer □ Other:									
B. WHO ARE YOU COMPLAINING ABOUT? (RESPONDENT)									
First Name					Last Name				
Phone Number					Brokerage				
Brokerage Mailing Address (street, city, province, postal code)									
Address of the property involved (street, city, province, postal code)									
Have you contacted the broker in attempt to resolve your complaint?							Yes		No
Did you submit a complaint to other law enforcement agencies or industry associations?									No
If yes,									
Did yo	u start	legal	proceeding	gs?			Yes		No

NSREC USE ONLY

Enclose all supporting documentation (agreements, emails, phone records, text messages, screen captures, etc.) relating to your complaint with this form. **ENCLOSED DOCUMENTS ARE:** Using the space below, or an attached sheet of paper, describe the events leading up to and following the situation leading to your complaint; Explain what happened. Start from the beginning and describe the events as they occured. Be specific as to what was said and who said it. Tell us **who** was present during these conversations, acts or events. Tell us **when** and where these conversations, acts or events took place.

C. WHAT HAPPENED? (NATURE OF COMPLAINT)

D. PERMISSION TO SHARE								
I hereby authorize the Nova Scotia Real Estate Commission (the Commission) to forward a copy of this entire complaint to any industry member who may be involved in the transaction which is the subject of my/our complaint, and also to the broker of the industry member(s) involved for a response to the complaint to assist the Commission with their investigation.								
Signature of Complainant	Date							
Signature of Complainant	Date							
E. ACKNOWLEDGEMENT								
I agree to cooperate with the Commission in its review and processing of this complaint. I understand that I may be interviewed and, if this matter is reffered to a hearing, I may need to appear as a witness. I understand that the Commission cannot get financial compensation for me or award damages.								
Signature of Complainant	Date							
Signature of Complainant	Date							