



## Complaint Form

*Instructions: Please complete this form in sufficient detail for us to determine whether an investigation is warranted, and, if so, to be able to proceed with an investigation. If an investigation is warranted, a copy of your completed complaint form will be provided to the individual being complained against (respondent) and the respondent will be asked to respond to your complaint. You will be informed in writing of the status of the investigation.*

**PLEASE TYPE OR PRINT IN INK:**

**Complainant:**

First and last name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Respondent:  
(Licensee)**

First and last name: \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Did you sign an engagement letter? If so, please attach a copy.

Have you made your complaint known to the respondent? \_\_\_\_\_

Date of transaction/incident, if applicable: \_\_\_\_\_

Please clearly state the details of your complaint, including all relevant transactions and dealings with the respondent (you may attach a letter to this form). Include the names of individuals with whom you have dealt and the dates of your dealings. Enclose copies of all contracts, receipts, correspondence, and other documents relating to the complaint. List the names, addresses, and phone numbers of any other witnesses.

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_