

### COMPLAINT FORM

Use this form to submit a complaint to the Department of Real Estate against a licensed individual, a licensed entity, or for unlicensed real estate activities by an individual or entity.

This completed form should be accompanied by the applicable following information:

1. Written statement describing involved parties, what occurred, and dates. Provide witness information if relevant.  
List of detailed events in chronological order.
2. All Correspondence, including recorded conversations, text messages, and emails.
3. Sales contract (front and back of all pages) and all accompanying forms and attachments.
4. Disclosures statement(s) (e.g., affiliated business arrangements, Seller's Disclosures)
5. Lease/rental agreement.
6. Listing/property management agreement, financial property management statements.
7. Settlement Statement or Closing Disclosure Form
8. Multiple Listing Service (MLS) printout(s).
9. Appraisal(s), Inspection report(s), Photograph(s) and/or video(s).
10. Advertising.
11. Repair bill(s), Receipt(s).
12. Judgement/civil lawsuit document(s) (e.g., original petition, settlement documents).
13. Other supporting relevant documentation.

Once complete, the form and additional documents should be submitted through our [Message Center](#).

COMPLAINANT INFORMATION			
Name:			
Address:			
City:	State:	ZIP:	
Phone:		Email:	

ATTORNEY INFORMATION (if applicable)			
Has a lawsuit been filed regarding this matter?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the associated case number:			
Attorney Name:			
Law Firm:			
Address:			
City:	State:	ZIP:	
Phone:		Email:	

**COMPLAINT INFORMATION**

**This complaint is against the following (select all that apply):**

<input type="checkbox"/> Individual	<input type="checkbox"/> Entity
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Individual Name:

License Number (if applicable):	Date of Transaction:
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Broker/Entity Name:

Designated Broker Name:

Address:

City:	State:	ZIP:
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Phone:	Email:
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**Type of complaint (check all that apply):**

<input type="checkbox"/> Real Estate Sale	<input type="checkbox"/> Real Estate Purchase	<input type="checkbox"/> Real Estate Education
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<input type="checkbox"/> Property Management	<input type="checkbox"/> Real Estate Rental	<input type="checkbox"/> Timeshare Violation
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<input type="checkbox"/> Cemetery Violation	<input type="checkbox"/> Trust Account Violations
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Other (describe):

Have you ever filed a complaint against this person or company with ADRE previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you filed a complaint against this person or company with any other State agencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Brief summary of Complaint (please attach additional pages if necessary):

**SIGNATURE**

- I affirm that the information contained in this document is true and accurate to the best of my knowledge.
- I understand that the contents of my complaint and accompanying documentation is subject to public disclosure.
- I understand that neither the Arizona Department of Real Estate nor any of its officers or employees can act or will act as my legal representative or attorney at any time and that I may retain separate legal counsel.
- I understand that the Arizona Department of Real Estate does not cancel contracts or award civil penalties.
- I understand that filing this Complaint Form does not stop me from pursuing mediation or civil action against a real estate professional that may have damaged me financially.

Name:	Date:
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Signature: