

Colorado Division of Real Estate

Board of Real Estate Appraisers



COMPLAINT FORM # BOA-04/06

General Information

- The Board can:
 - Investigate your complaint
 - Take corrective or disciplinary action as allowed by law
 - Inform you of the outcome
- The Board cannot:
 - Reappraise the property
 - Obtain refunds or award damages
 - Act as your expert witness
 - Settle fee disputes
 - Act as your attorney
- Public records:
 - Unless dismissed, your complaint will become a public record of the Board

* Required Information

Please provide all requested information (if known) in the spaces provided. Please type or write LEGIBLY. Please **do not** write "see attached."

1. Appraiser Against Whom Complaint is Made ([Search Database for Information on Licensees](#)):

Name of Licensee: Mr. Ms.
*First Name: _____ Middle Initial: ____ *Last Name: _____

Business Address: _____
(Number and Street) (Apt, Suite, Unit) (City) (State) (Zip Code)

License Number: _____
Office Phone: (____) _____ Ext: _____
Cell Phone: (____) _____ E-mail address: _____

Name of Company: _____
Name of Employing or Supervising Licensee (if known): _____

2. Information About You (Complainant):

Your Name: Mr. Ms.
*First Name: _____ Middle Initial: ____ *Last Name: _____

*Mailing Address: _____
(Number and Street) (Apt, Suite, Unit) (City) (State) (Zip Code)

*Home Phone: (____) _____ Work Phone (____) _____ Ext: _____
Cell Phone: (____) _____ E-mail address: _____

If you are a Review Appraiser complete the following (as applicable):

Name of Licensee: Mr. Ms.				
First Name: _____ Middle Initial: _____ Last Name: _____				
Business Address: _____				
(Number and Street)	(Apt, Suite, Unit)	(City)	(State)	(Zip Code)
License Number: _____				
Office Phone: (____) _____ Ext: _____				
Cell Phone: (____) _____ E-mail address: _____				
Name of Company: _____				
Name of Employing or Supervising Licensee: _____				

DETAILS ABOUT YOUR COMPLAINT

You must include with this complaint form a **separate written narrative explanation** of the details surrounding your complaint. Please Address the Following Issues:

1. Explain what happened. Be as specific and detailed as possible. (who, what, where, when, why and how).
2. List events in chronological order. If you cannot remember the exact time and date, try to remember whether it was near some special event or day. Be as specific as you can.
3. Were documents signed? If so, attach a copy of all such the documents and describe the circumstances under which they were signed.
4. Explain where the acts or conversations took place Indicate whether or not you contacted the appraiser regarding this matter? (if yes, please give dates of contact and results):
5. If your narrative refers in any way to persons other than the appraiser you are complaining about, identify them, how they were involved and include their full name, address and telephone number, if known. Be sure to identify all of the people who took part in a conversation, saw the conduct or could be an important witness.

If you are an Appraiser or Review Appraiser include the following:

Please explain what parts of the Colorado Real Estate Appraiser Licensing Act, Board Rules and Uniform Standards of Professional Appraisal Practice you believe were violated. Include rationale, supporting data, and references to documentation. If the complaint involves adjustments to comparables, document your market-derived adjustments.

DOCUMENTATION OF YOUR COMPLAINT

YOU MUST PROVIDE a legible and complete copy of all supporting document(s) as attachments (as applicable):

- | | |
|--------------------------------------|--|
| Engagement letter or appraisal order | Deed(s) and trust deeds |
| Appraisal report(s) | Sales listing information on subject (MLS) |
| Review appraisal report(s) | Comparable sales data (MLS information) |
| Sales contract(s) | County assessor's data |
| HUD 1 settlement statements | |

IF YOU DO NOT PROVIDE SUFFICIENT INFORMATION, COMPLAINT PROCESSING MAY BE DELAYED OR WE MAY NOT BE ABLE TO INVESTIGATE YOUR COMPLAINT.

If you are currently represented by an attorney in this matter, provide the following (as applicable):

Name: Mr. Ms.				
First Name: _____	Middle Initial: _____	Last Name: _____		
Law Firm Name: _____				
Mailing Address: _____				
(Number and Street)	(Apt, Suite, Unit)	(City)	(State)	(Zip Code)
Office Phone: (____) _____	Ext: _____			
Other phone: (____) _____	E-mail address: _____			

1. Have you filed a lawsuit related to this complaint? Yes No If yes, attach a copy of the complaint.
2. Has any lawsuit relating to this complaint been dismissed? Yes No If yes, attach a copy of all pertinent court documents including the final court order dismissing or otherwise adjudicating the case.
3. Do you have a valid judgment against the person named in this complaint? Yes No If yes, attach a copy of the pertinent court documents including the final judgment.
4. Have you participated in mediation, arbitration or a settlement agreement in your civil case? Yes No If yes, explain what happened and attach the written arbitration findings, settlement agreement or other relevant documents.

By checking this box (required): and submitting this form to the Division of Real Estate, I certify that the statements and information supplied by me are true and accurate to the best of my knowledge.

Your Signature (if printed and mailed) Date: _____
MM/DD/YYYY

NEXT STEP: Submit Your Complaint Form and the Required Documents

Mail (and/or E-mail) this Completed Form and Attachments to:

**Board of Real Estate Appraisers
Attn: Enforcement
1560 Broadway, Suite 925
Denver, CO 80202
Fax: 303-894-2683**

Persons needing reasonable accommodation under the Americans with Disabilities Act should contact the Division of Real Estate at 303-894-2166.