



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
Division of Commercial Licensing and Racing and Athletics
REAL ESTATE APPRAISERS SECTION
John O. Pastore Center, Bldg. 69-1
1511 Pontiac Avenue
Cranston, RI 02920-0942
Tele: (401) 462-9513 Fax: (401) 462-9645
www.dbr.ri.gov

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 and you may amend your complaint or the complaint will be dismissed.



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REAL ESTATE APPRAISERS COMPLAINT FORM

TYPE OR PRINT CLEARLY IN INK

Your Full Name (Complainant): _____

Residence Address: _____
(Street) (City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____

APPRAISER LICENSEE COMPLAINT IS AGAINST:

Licensee Name: _____ Company Name: _____

Company Address: _____
(Street) (City) (State) (Zip Code)

Business Phone: _____ Contact Number: _____

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? YES NO

If "YES," please provide his/her name and address: _____

Is there a pending or completed lawsuit regarding your complaint? YES NO

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