



## **WHISTLEBLOWER COMPLAINT FORM**

*Instructions:* Texas REALTORS® encourages complaints, reports or inquiries about illegal practices or serious violations of Texas REALTORS®'s policies, including illegal or improper conduct by Texas REALTORS® itself, by its leadership, or by others on its behalf. Texas REALTORS® Whistleblower Policy outlines Texas REALTORS® prohibitions against violations of law, financial improprieties, accounting or audit irregularities, harm to public health or safety, ethical violations, or other similar illegal or improper practices or policies. This policy can be found under the For Leaders tab on the Texas REALTORS® website.

This policy provides the procedures to report prohibited conduct. One option for reporting the prohibited conduct outlined above is to complete this form, which will then be forwarded to the Texas REALTORS® General Counsel. You are not required to use this form to file a complaint. However, you should read and be aware of Texas REALTORS® reporting procedures, whether you choose to use this form or not.

Any Texas REALTORS® employee, volunteer leader, or member can report violations of law, financial improprieties, accounting or audit irregularities, harm to public health or safety, ethical violations, or other similar illegal or improper practices or policies. It is important to be as specific as possible in your complaint so that Texas REALTORS® can fully investigate the conduct and take prompt corrective action, as necessary. Include all known information about the complaint, including the identity of any witnesses with knowledge of the allegations or offenses and any other known evidence related to the complaint. You are not limited to the space provided. Texas REALTORS® encourages you to attach any additional materials that may assist us in investigating the claim. This form must be signed and dated by you to be considered an official complaint.

To investigate the complaint, Texas REALTORS® will need to interview you, the alleged offender(s), and any known witnesses. However, Texas REALTORS® will notify all individuals involved that the investigation is confidential to the extent permitted by law and make clear that unauthorized disclosures could result in immediate dismissal from employment or a voluntary governance position or termination of membership.

**Complainant's Name:**

**Title (staff/volunteer leader/member):**

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**Today's Date:**

**[Incident Date/Period of Ongoing Incidents]:**

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**Incident Time (if a single incident):**

**Incident Location (if a single incident):**

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Identify the individual(s) who participated in the illegal practices or serious violations of adopted policies of the Texas REALTORS®:

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Identify (to the best of your knowledge) when the prohibited conduct occurred. If it occurred over a period of time or continues to occur, identify that period of time:

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Identify why you believe the prohibited conduct occurred (if you can):

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Describe in detail the facts that form the basis of this complaint (attach additional sheets of paper if necessary):

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How would you like to see the situation resolved?

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**I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge, the information I have provided on this form is accurate. I understand and acknowledge that a copy of this complaint and any attachments may be provided to the alleged offender(s). I also understand that this complaint and any attachments may be viewed by appropriate staff and other witnesses involved in the investigation of this complaint. I am willing to fully cooperate in this investigation.**

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

**You may choose to email this complaint to either the Texas REALTORS® President/CEO Travis Kessler at [Tkessler@texasrealtors.com](mailto:Tkessler@texasrealtors.com) or the Texas REALTORS® General Counsel Lori Levy at [Llevy@texasrealtors.com](mailto:Llevy@texasrealtors.com). You may attach extra documentation as needed to that email along with the completed complaint form.**