



Fast Track Form

A. Who are you?

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Last Name	First Name
Brokerage/company/business affiliation		
Mailing Address (include street name, city, province and postal code)		
Preferred Phone Number	Alternate Phone Number	Email
Your role in the transaction (check all that apply)		
<input type="checkbox"/> Seller <input type="checkbox"/> Buyer <input type="checkbox"/> Landlord <input type="checkbox"/> Industry Professional <input type="checkbox"/> Other: _____		

B. What is the Issue?

Last Name	First Name
Brokerage/company/business affiliations	
Business address	Contact information
Address of property involved (if applicable)	
<p><i>Resolution Efforts</i></p> <p>Did you contact the industry professional and/or their broker to resolve this issue? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did you make a complaint with other law enforcement agencies or industry associations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did you start legal proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you selected “yes” to any of the above questions, attach an explanation and supporting documentation. If you started legal proceedings, please attach copies of the Statement of Claim, Statement of Defence and outcome, if available.</p> <p>Note: If you include information from discoveries, such as oral testimony or other documentation, you should speak to your legal counsel to determine if the information is protected by an implied undertaking of confidentiality.</p>	
<p><i>Which Rule has been Breached? (Check all that apply)</i></p> <p><input type="checkbox"/> 3.01 Solicitation at Events</p> <p><input type="checkbox"/> 3.02 Solicitation using Board Web Resources</p> <p><input type="checkbox"/> 3.03 Sending Recruiting Materials</p> <p><input type="checkbox"/> 5.01 Brokerage Address Maintenance and Changes</p> <p><input type="checkbox"/> 5.04 Transmissions to Other Members</p> <p><input type="checkbox"/> 6.02 Advertising Listings of Other Members</p> <p><input type="checkbox"/> 6.03 Advertising a Sold Listing</p> <p><input type="checkbox"/> 6.04 Advertising Address and Price of Sold Property</p>	

- 7.02 Making and Keeping Appointments
- 7.04 Responsibility to Secure Property
- 8.06 Locating Key Box on Property
- 8.07 Removal of Keys and Key Boxes

What Happened?

Attach a written explanation of the issue. Explain the facts in chronological order. Start with the date you met the industry professional or other relevant persons until today. All paragraphs should start with a date. If you cannot remember exact dates, please give an approximate period. Follow the format below:

Date	Event

Supporting Evidence

Attach all clear copies of all documents in support of this issue (i.e. listing/service agreements, purchase/sale/rental contracts, agency forms, amendments, correspondence between you and the industry professional, emails, text messages, deposit cheques etc.). Retain originals for future reference.

C. Consent to collection, use and disclosure of personal information

The collection, use and disclosure of personal information received by The REALTORS® Association of Edmonton (“RAE”) is governed by our [Privacy Policy](#). I hereby consent to RAE’s collection, use and disclosure of my personal information to process my complaint and for regulatory purposes under the *Real Estate Act* and in accordance with the *Personal Information Protection Act*.

The RAE Privacy Policy is available [here](#). I have read, understand and accept the RAE’s Privacy Policy.

Initials

D. Acknowledgment

I agree to cooperate with RAE in its review and processing of this complaint. I understand I may be interviewed and, if this matter is referred to a hearing or trial, I may need to appear as a witness.

I understand RAE cannot get financial compensation for me.

I understand RAE will, when appropriate at its sole discretion, provide information I submit, including this complaint form and attachments, to the person(s) against whom I am complaining and any third parties necessary to deal with this complaint.

Signature of Complainant

Date

Submission Guidelines:

Send your form and supporting documents to RAE’s Industry Standards & Practices Department by email or in person to the RAE Office:

14220 – 112 Avenue NW, Edmonton, AB T5M 2T8
 Phone: (780) 451-6666 or 1-888-674-7479
 Email: margherita.gosselin@ereb.com