

Alabama Real Estate Appraisers Board  
PO Box 304355  
Montgomery, AL 36130  
P 334-242-8747 | F 334-242-8749

## **Instructor**

### **Complaint Form Instructions**

**PLEASE READ** – Before completing the attached complaint form, please take the time to read these instructions; they will help you understand our function and better help us to understand and act on your complaint.

**WHAT AREAB CAN DO** – The Alabama Real Estate Appraisers Board (AREAB) will investigate complaints to determine if the Appraisal Management Company (AMC) violated the Alabama Real Estate Appraisers Act, or the Alabama Real Estate Appraisers Board Administrative Code. All complaints will be acknowledged in writing, and you will be notified when the complaint process has been completed.

**WHAT AREAB CANNOT DO** – AREAB **cannot accept anonymous complaints**. AREAB cannot give legal advice or act as your attorney. AREAB cannot act as a court of law, order the refund of monies, award damages or cancel contracts. AREAB does not process complaints for disagreements with value conclusions if the method of arriving at a value is recognized and accepted in the profession. AREAB does not process complaints about individual business practices such as tardiness in product delivery, failure to keep appointments, rude behavior, etc. You may wish to consult an attorney or seek financial relief through the judicial system if you are seeking any of these outcomes.

#### **HOW YOU CAN HELP US** –

1. Provide your name, address, phone number, and email address
2. Provide the name of the Instructor and Course Provider
3. Name of course and course number
4. Briefly describe the basis of your complaint
5. Attach photocopies of any document or data you have to support your allegations (letters, emails, photos, etc.). Documentary evidence is especially important! Please provide legible photocopies of all documents relating to your complaint.
6. Sign the complaint. The Certification Statement must be signed and dated to validate your complaint.
7. Mail, fax, or email complaint to:

Alabama Real Estate Appraisers Board  
P.O. Box 304355  
Montgomery, AL 36130-4355  
Fax: 334-242-8749  
Serena.Grayson@reab.alabama.gov

## **Instructor Complaint Form**

*Type or print clearly in ink*

*Read the Complaint Form Instruction before completing this form*

Complainant Name(s): \_\_\_\_\_

Complainant Address: \_\_\_\_\_  
\_\_\_\_\_

Complainant Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I (Complainant) wish to file a complaint against the following Instructor for what I feel is a violation of the Alabama Real Estate Appraisers Act, or the Alabama Real Estate Appraisers Board Administrative Code. I understand that in making this complaint, I am subjecting said Instructor to disciplinary action or removal of instructor status. I realize that the Alabama Real Estate Appraisers Board (AREAB) cannot enter into any civil action on my behalf, and that their sole jurisdiction is over the Instructor in this complaint. I understand that the AREAB cannot give legal advice or act as my attorney and that the AREAB cannot act as a court of law, order the refund of monies, award damages or cancel contracts.

### **Information on the Instructor(s) against whom you wish to make a complaint:**

Instructor's Name: \_\_\_\_\_

Name of the Course Provider: \_\_\_\_\_

Name of the Course in question: \_\_\_\_\_

Was the course offered online or in person? \_\_\_\_\_

Date Course taken or offered: \_\_\_\_\_

