

## Form 1a - Notice of Complaint

*By-law 46 of the REIQ By-laws*

**This is a Complaint by a Member of the Public against an Eligible person.**

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

Complainant Email: \_\_\_\_\_

Complainant Contact Number: \_\_\_\_\_

Respondent: \_\_\_\_\_

Address of the Property which this Complaint relates to:  
\_\_\_\_\_

**What Articles of the REIQ Standards of Business Practice are alleged to have been breached by the Respondent?** (Standards of Business Practice available at [https://www.reiq.com/reiq/about\\_us/reiq\\_governance/reiq/about\\_us/reiq\\_governance.aspx](https://www.reiq.com/reiq/about_us/reiq_governance/reiq/about_us/reiq_governance.aspx))

\_\_\_\_\_  
\_\_\_\_\_

**If this Complaint relates to the commission from the sale of the abovementioned Property:**

What was the amount of commission obtained from the sale of the Property? \_\_\_\_\_

What, if any, amount of the commission obtained from the sale of the Property does the Complainant seek? \_\_\_\_\_

**What is the date of the first event giving rise to the Complaint?** \_\_\_\_\_

(Event giving rise to complaint must have occurred **no more than 45 business days ago**)

Is the subject of this Complaint currently the subject of an investigation, proceeding or action before another authority, statutory body, court or tribunal? (I.e. QCAT, Office of Fair Trading, etc.)

Yes

No

Was written communication provided to the Respondent in accordance with the REIQ procedures document?

Yes

No

On what date was that written communication provided? \_\_\_\_\_

Was a written response received from the Respondent within 5 business days?

Yes

No

On what date was that written response received?

\_\_\_\_\_

Have you attached a copy of all written communication between you and the Respondent and all other evidentiary material (such as the Form 6 Appointment Form, etc.) relating to your complaint? You must also provide a summary of your complaint.

Yes

No

Has the Hearing Fee of \$220.00 been included with this Form 1a?

Yes

No

*Payable by the Complainant only.*

I, \_\_\_\_\_ hereby certify that the information contained herein and in any attached documents are true and correct and that I am the Complainant or have the authority to lodge this Form with the REIQ on behalf of the abovementioned Complainant.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Note:** Mediations and Tribunal hearings are conducted on a private and confidential basis. Any statements made during the course of a mediation or Tribunal hearing should not be referred to or relied upon in other proceedings unless the REIQ By-laws provide otherwise.