## STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

## Uniform Complaint Form (RE 2200) Instructions

All complaints must be submitted in writing to:
Attention: Consumer Complaints Section
DBPR - Division of Real Estate
400 West Robinson Street, Suite N801
Orlando, FL 32801-1757

850-487-1395

The Division of Real Estate administers the provisions of <u>Chapter 475</u>, Florida Statutes, relating to sales associates, brokers, and real estate appraisers who hold Florida real estate and/or appraisal licenses.

Pursuant to Section <u>455.225</u>, Florida Statutes, a complaint is legally sufficient if it contains ultimate facts that show that a violation of this chapter, of any of the practice acts relating to the professions regulated by the department, or of any rule adopted by the department or a regulatory board in the department, has occurred. The department may investigate, and the department or the appropriate board may take appropriate final action on, a complaint even though the original complainant withdraws it or otherwise indicates a desire not to cause the complaint to be investigated or prosecuted to completion.

Please provide all relevant documentation with this complaint form. All relevant documentation includes, but is not limited to, copies of the following:

Sales Contract (Front & Back)
Canceled Checks (Front & Back)
Lease/Rental Agreements (Front & Back)
Listing/Management Agreements (Front & Back)
Closing Statement
Multiple Listing Printout
Appraisals
Repair Bills
Monthly Statements
Correspondence
Agency Disclosure Form
Judgement/Civil Law Suit

Please send legible copies of your supporting documents. We are unable to return original documents to you.

Should additional documentation be requested and not received by this department within thirty (30) days of the request, the file may be closed.

Pursuant to <u>Chapter 455</u>, Florida Statutes, the complaint and all information obtained pursuant to the investigation is confidential until 10 days after probable cause is found to exist. Investigations differ in complexity and duration, so providing a time of completion is not possible. We appreciate your cooperation and understanding in this matter.

Revised 0608

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Please submit to address on last page.

## TO ENSURE THE PROPER PROCESSING OF YOUR COMPLAINT, PLEASE CHECK THE **APPLICABLE BOX:**

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Please mail the completed Uniform Complaint Form to the address below:

Division of Real Estate 400 West Robinson Street Suite N801 Orlando, Florida 32801