

**Virginia REALTORS® Use Only**

Received: _____

Ombudsman Assigned: _____

Request #: _____

**VIRGINIA REALTORS®
REQUEST FOR OMBUDSMAN****1. PARTIES**

a. COMPLAINANT'S NAME: _____ ROLE IN THE TRANSACTION: _____
(Buyer, Seller, Landlord, Tenant, REALTOR®)

b. COMPLAINANT'S CONTACT INFORMATION: _____
(Phone) (Email)

c. Best time to call: _____

d. SUBJECT PROPERTY (If any): _____

e. REALTOR® #1 NAME: _____ REALTOR® FIRM: _____

f. REALTOR'S® local association (if known): _____

g. REALTOR® #1 CONTACT INFORMATION _____
(Phone) (Email)

h. REALTOR® ROLE IN THE TRANSACTION: _____
(Listing Agent, Buyer's Agent, Referring Agent)

i. REALTOR® #2 NAME _____ REALTOR® FIRM: _____

j. REALTOR'S® local association (if known): _____

k. REALTOR® #2 CONTACT INFORMATION _____
(Phone) (Email)

l. REALTOR® ROLE IN THE TRANSACTION: _____
(Listing Agent, Buyer's Agent, Referring Agent)

2. BACKGROUND

a. Has a formal complaint been filed? Yes ____ No ____ Where? _____

b. Briefly state the concerns you would like to address with a REALTOR® Association Ombudsman:
