

COMPLAINT FORM

INFORMATION ABOUT THE COMPLAINT PROCESS

Please read the information below carefully prior to submitting the complaint

- **All complaints must be made in writing.** No verbal complaints will be accepted. Anonymous complaints are accepted if supporting documentation is included at the time of filing. The Board will not investigate anonymous complaints when there is no complaint form or cover letter/written statement detailing the concern or allegation(s)
- The Board's policy is to keep the complainants identify confidential during the investigation, but this is not always possible. Once the matter has been adjudicated, certain information pertaining to the complaint, including the identity of the complainant, will become an open record and available to the public.
- The Board will evaluate a complaint to determine if the appraiser violated the Kansas Real Estate Appraisers Act and/or the Uniform Standards of Professional Appraisal Practice. The Board does not resolve disputes about appraised value when there is pending litigation involving an appraisal report; complaints may not be submitted to the Board until the litigation is complete.
- **The Board cannot give legal advice or act as your attorney.** The Board cannot act as a court of law or order the refund of monies, award damages or cancel contracts. If you are seeking any of these outcomes, need legal advice, or interpretation of our statutes/rules or regulations, please consult with a licensed attorney.
- Ex Parte Communication is prohibited. Individuals must refrain from contacting members of the Appraisal Board to discuss, seek information concerning pending complaints or attempt to influence a decision. Such communications are improper and can be detrimental to the case. Questions regarding pending complaints should be directed to Board staff.
- Complaints are handled in the order in which they are received, however investigations may be prioritized based on the seriousness of the allegation and/or the potential threat to public safety. An in-depth investigation may be required and can take several months to complete.

COMPLAINT FORM

This form is fillable

Instructions

Use the fields below to provide details regarding your complaint.

- If your complaint involves multiple appraisers, submit a separate form for each.
- Please be clear and concise in your cover letter and include as much specific detail as possible.
- **Submit completed form, cover letter detailing your concerns/allegations, copy of the appraisal report and any other relevant supporting documentation** via email to kreab@ks.gov or by mail to:
Kansas Real Estate Appraisal Board 700 SW Jackson St, STE 804, Topeka, KS 66603

COMPLAINT DETAILS

1. APPRAISER NAME: _____
2. APPRAISER LICENSE/CERTIFICATION NUMBER: _____
3. ADDRESS OF PROPERTY INVOLVED *(provide full address, including city, state, zip code)*

COMPLAINANT CHECKLIST

Attach Cover letter specifying your concerns/allegations related to the actions taken by the appraiser listed above.

Attach Copy of Appraisal Report

Attach any other supporting documentation relevant to this complaint

COMPLAINANT CERTIFICATION

I CERTIFY THE STATEMENTS MADE AS PART OF THIS COMPLAINT ARE TRUE, COMPLETE AND CORRECT AND THAT NO MATERIAL INFORMATION HAS BEEN OMITTED.

COMPLAINANT SIGNATURE

DATE