



CRMLS CITATION REVIEW REQUEST

Case Number: _____

Date of Request: _____

Agent Information

Name: _____

Office: _____

Phone Number: _____

Email: _____

Association: _____

Broker Information (if same as agent, leave blank)

Name: _____

Office: _____

Phone Number: _____

Email: _____

Association: _____

Please read the following carefully prior to signing and submitting this form to CRMLS.

1. Disagreement with MLS Citation

- a. By submitting this form, I hereby provide written notice to CRMLS and the Association/Board of Realtors® referenced above that I disagree with the violation attributed to my listing and/or me and I acknowledge that I am contesting the MLS Rule violation in question.

2. Conditions to granting a Citation Review

- a. I understand and agree that I must fill out this entire form in order to receive a Citation Review.
- b. I understand that I must correct any and all alleged MLS Rule violations identified in the subject Citation for this Citation Review to be valid.
- c. I authorize and instruct CRMLS to remove the listing that is the subject of this Citation in the event that I fail to correct the subject MLS Rule violations within 2 business days of the submission of this Citation Review.

3. Submission of Citation Review

- a. By submitting a request for a Citation Review, I acknowledge that I have read the Citation Notice sent to me and I am submitting this form no later than 20 calendar days from the Citation Date, per the CRMLS Citation Policy.
- b. I understand that if this request is sent after the 20-day deadline noted on the Citation Notice, CRMLS has the right to deny my request for a citation review and the fine initially assessed will be due immediately to prevent the suspension of my MLS services.

4. Consent to Submit to Hearing

- a. If my request for a Citation Review should be filed with my Association/Board for further review, I acknowledge and understand that I have the right to a hearing as outlined in the *California Association of Realtors Arbitration and Disciplinary Manual*.
- b. In accordance with such manual, I hereby accept any offers for a hearing to dispute the alleged violation of the MLS Rules.

5. Sanction and Disciplinary Guidelines

- a. I understand and agree that if this review proceeds to a hearing, I will be bound by the procedures, fines, and discipline guidelines set forth in the *California Association of Realtors Arbitration and Disciplinary Manual*.
- b. I also understand and agree that I will be bound by any decision made by the hearing panel assigned to my dispute.

6. CRMLS \$200 Administrative Fee

- a. I acknowledge that I am aware that if this Citation Review results in a finding that I violated any MLS rule that I will be assessed a \$200 Administrative Fee which will be an **additional** cost above and beyond any Citation fine amount or other discipline assessed.
- b. I agree to pay the \$200 administrative fee to CRMLS and acknowledge that the fee will be split equally between CRMLS and the Association/Board to defer the costs incurred as a result of this Citation Review.
- c. I acknowledge and agree that failure to pay the \$200 Administrative Fee by the due date of any fine assessed will result in my suspension from the MLS.
- d. I further acknowledge that pursuant to the *California Association of Realtors Arbitration and Disciplinary Manual* that my Association/Board may also impose an administrative fee in addition to the \$200 fee charged by CRMLS.

7. Reason(s) for requesting a Citation Review

- a. Please provide any alleged facts or reasons why you believe the violation you received was incorrectly issued. Please be specific and focused on the Rule(s) referenced in the Citation.
- b. Also, please note that alleging that you failed to receive Warning Notice(s) or any communication from CRMLS is not adequate grounds for the granting of a Citation Review.

- 8. **Signature** – By signing your name below, you are advising CRMLS of the following:
 - a. I hereby declare that all information and statements contained herein are true and correct to the best of my knowledge.
 - b. I hereby declare that I have read all sections and sub-sections outlined above and understand the information presented to me within this Citation Review form.

Printed Name: _____

Signature: _____

Date: _____

Please submit the completed Citation Review Request form to CitationReview@crmls.org