



CRMLS Citation Review Request

Case Number: _____

Date of Request: _____

Agent Information

Name: _____

Office: _____

Phone: _____

Email: _____

Association: _____

Broker Information (If same as agent, leave blank)

Name: _____

Office: _____

Phone: _____

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 Citation Review Request (“Request”) form, I hereby provide written notice to CRMLS and the Association/Board of Realtors® referenced above that I disagree with the MLS Rule violation (“Violation”) attributed to my listing and/or me as set forth in the subject Citation, and I acknowledge that I am contesting the Violation.

2. Conditions to granting a Citation Review

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

3. Submission of Citation Review

- a. By submitting this Request, I represent that I have read the subject Citation Notice, and that I am submitting this form no later than 20 calendar days from the Citation date, per the CRMLS Citation Policy.
- b. I understand and agree that if this Request is submitted after the 20-day deadline noted on the Citation Notice, CRMLS has the right to deny my Request 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 proceeds to my Association/Board for review, I understand and agree that I have the right to a hearing as outlined in the *California Association of Realtors Arbitration and Disciplinary Manual ("Manual")*.
- b. In accordance with the Manual, I hereby accept any offers from my Association/Board for a hearing on this Request.

5. Sanction and Disciplinary Guidelines

- a. I understand and agree that if this Request proceeds to a hearing before my Association/Board, I will be bound by the procedures, fines, and discipline guidelines set forth in the Manual.
- b. I understand and agree that I will be bound by any final determination or penalty made on this Request by my Association/Board's hearing panel or other applicable oversight body ("Decision").

6. CRMLS \$200 Administrative Fee

- a. I understand and agree that the Decision on this Request will not be made by CRMLS, but by my Association/Board, by way of a Professional Standards hearing or other applicable oversight process put in place by my Association/Board.
- b. I understand and agree that if my Association/Board renders a Decision finding that I violated any MLS rule, I will be assessed a \$200 Administrative Fee ("Fee"), which will be an **additional** cost above and beyond any Citation fine amount or other discipline assessed in the Decision.
- c. I understand that unless and until a Decision as described in item (b) above occurs, I am not required to pay any Fee to CRMLS.
- d. I understand and agree that if a Decision described in item (b) above occurs, I will pay the Fee to CRMLS, and that the Fee will be split equally between CRMLS and my Association/Board to defer the costs incurred as a result of this Citation Review.
- e. I acknowledge and agree that failure to pay the Fee by the applicable due date set forth in the Decision will result in my suspension from the MLS.

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. 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 representing to CRMLS 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 above and understand the information presented to me within this Citation Review Request form.

Printed Name: _____ Signature: _____

Date: _____

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