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**Form #E-3**

Virginia REALTORS®

Board or State Association

10231 Telegraph Road

Glen Allen

Virginia

23059

Address

City

State

Zip

**Reply (Ethics)**

To the **Professional Standards Committee** of the

Virginia REALTORS®

Board or State Association

Filed \_\_\_\_\_, 20\_\_\_\_

Complainant(s)

Respondent(s)

in a matter of alleged violation of the Code of Ethics or other membership duty as set forth in the bylaws of this Board.

Respondent(s) replies and substantiates such reply by the following facts and/or attached statement:

This is true and correct to the best knowledge and belief of the undersigned. I (we) declare that to the best of my (our) knowledge and belief, the statements contained in this Reply are true and correct.

Boards or Associations of REALTORS® where I hold or have held membership in the preceding three (3) years:

I understand that, if found in violation of the Code of Ethics or other membership duty, a respondent will be assessed an administrative processing fee of \$500.\*

Respondent(s):

Type/Print Name

Signature

Address

Phone

Email

Type/Print Name

Signature

Address

Phone

Email

*(Revised 11/16)*

\*Fee not to exceed \$500 and may not be assessed unless the Board of Directors has established policy to assess this fee against respondents found in violation of the Code of Ethics or other membership duty.