



Virginia REALTORS® Use Only Received: _____ Ombudsman Assigned: _____ Request #: _____
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**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:
