

## INSTRUCTIONS FOR COMPLETING THE KANSAS REAL ESTATE APPRAISAL BOARD COMPLAINT FORM

*Please read the information below carefully prior to completing the complaint form.*

- 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. Once the litigation is complete a complaint may be sent to the Board.
- The Board cannot give legal advice or act as your attorney. We cannot act as a court of law or order the refund of monies, award damages or cancel contracts. You may wish to contact an attorney to seek financial relief through the judicial system if you are seeking any of these outcomes.
- All complaints must be made in writing. No verbal complaints will be accepted. Anonymous complaints are accepted as long as supporting documentation is included when the complaint is filed. The Board may not investigate anonymous complaints when there are simply circles, question marks, etc. scribbled on the report.
- Although the Board's policy is to keep the complainant's identity confidential during the investigation, this is not always possible. Once the matter has been adjudicated certain information pertaining to the complaint, including the identity of the person filing the complaint will become an open record and available to the public.
- Ex Parte Communication. Individuals who are tempted to contact members of the Appraisal Board to discuss or seek information concerning a pending complaint or to influence a decision are advised that such communications are improper and can be detrimental to the case. Any questions concerning a pending complaint should be directed to the Board staff.

**Kansas Real Estate Appraisal Board Complaint Form**  
**700 SW Jackson, Suite 1102**  
**Topeka, KS 66603**  
**(785-296-6736)**

The information provided by this form will assist the Board with the investigation of the alleged violations. Board rules require that the complaint must be in writing, however anonymous complaints are accepted. Please mail the complaint along with all supporting documentation to the address above.

When reporting a complaint you should be clear and concise including as much specific detail as possible. You will receive acknowledgement of the complaint and final disposition of the case, unless it is an anonymous complaint.

*Please note that complaints are typically handled in the order they are received. However, investigations may be prioritized based on the seriousness of the allegation and/or potential threat to public safety. An in-depth investigation may be required which could take a considerable time to complete.*

1. Name of Appraiser(s): \_\_\_\_\_
2. Appraisers license/certification No.: \_\_\_\_\_
3. Identify address of property(s) involved: \_\_\_\_\_
4. Attach a copy of the appraisal report, if the complaint includes allegations concerning an appraisal or consulting assignment. Attach any other supporting documentation that may be helpful with the investigation of this complaint.
5. Provide a cover letter specifying your concerns/allegation with the actions taken by the appraiser(s).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_