



IMPORTANT INFORMATION PERTAINING TO THE FILING OF A GRIEVANCE

While the Real Estate Appraiser Board's (Board) staff members are here to assist you during the handling of your grievance, you should be aware of the following.

1. By opening a grievance file for further investigation and processing, neither the Board, the Oklahoma Insurance Department, nor any of its employees or legal counsel has adopted your point of view, and we are not your advocate.

2. The Board has not agreed to seek discipline against the appraiser-respondent because a file has been opened.

3. The Board represents neither your interests nor those of the appraiser-Respondent(s) in the processing of this grievance. It represents only the interests of people of the State of Oklahoma. In some circumstances the Board will determine that the matter should be closed. In others, the Board will seek and may obtain discipline against an appraiser-respondent.

4. The Board cannot provide you with legal advice, nor seek damages on your behalf, including the refund of money paid for the appraisal. The Board's regulatory authority is limited only to the professional discipline of an appraiser's license. Disciplinary measures can include letters of warning, civil monetary penalties, corrective education to address violations of applicable standards, probation and suspension. In rare cases, an appraiser's license could be revoked.

5. While the Board endeavors to resolve all grievances promptly, some take longer than others. In some instances, settlement negotiations will take place, and in others contested case proceedings may require considerable time. Your case may result in a disciplinary hearing. However, not all grievances result in hearings and that is not a reflection of the merits of your case. If a hearing is scheduled, and it is determined you are needed as a witness, you will be notified. If your testimony is not required, the hearing may go forward without your being provided notice. In any event, you will be notified in writing of the outcome of your grievance.



OKLAHOMA REAL ESTATE APPRAISER BOARD APPRAISER GRIEVANCE FORM

_____ Date

To: **Oklahoma Real Estate Appraiser Board
Oklahoma Insurance Department
5 Corporate Plaza, 3625 N.W. 56th, Suite 100,
Oklahoma City, OK 73112**

From: _____ Telephone: _____
Address: _____ City & State: _____ Zip: _____

Name of appraiser: _____
Firm: _____ Address: _____
City & State: _____ Zip: _____

Type of Appraisal (Residential, Agricultural, Commercial, etc.): _____
Date of Appraisal: _____ Location of Property: _____

Names and addresses of other involved parties:

GRIEVANCE

Please give as detailed information as possible including dates. Attach copies of any appraisal reports, exhibits, documents and any other material or correspondence relating to the complaint.

I, _____, state that the information supplied by me is true and correct to the best of my knowledge and belief.

_____ Signature of person making grievance

_____ Date

OREAB USE ONLY

Grievance Number: _____ Date Entered: _____