

# IBBA Ethics Complaint Submittal Form



The IBBA puts forth its Ethics to define best practice guidelines for the business brokerage industry. The IBBA's role with respect to these Ethics is not to establish guilt on the behalf of parties, but rather to provide education and guidance toward the furtherance of these best practices. The IBBA does not provide mediation or arbitration services and does not provide opinions on legal matters.

If you believe an IBBA member has violated specific Articles of the Ethics, please complete the following form and return it to Kylene Golubski at [kgolubski@ibba.org](mailto:kgolubski@ibba.org), along with any supporting evidence. Please do not modify or add to this form. You will receive a confirmation of receipt within three business days.

The IBBA Board will review the complaint at its next regularly scheduled meeting and may elect to convene a Conflict of Interest and Ethics Committee (CIEC) to investigate the matter and develop a recommendation. Any resulting recommendation by the CIEC or Board will only be provided to the alleged violator with the intent of helping such person comply with best practices. Such recommendations will not be made available to the complaining party or other IBBA members. Other than Board, CIEC or staff members, your submission and any ensuing investigation will be kept confidential.

Please complete this form in its entirety. Attach additional pages to your submission as needed.

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your Business:** \_\_\_\_\_

**Your Email:** \_\_\_\_\_ **Your Phone:** \_\_\_\_\_

**Your Address:** \_\_\_\_\_

Please list the person (or people) this complaint is being filed with respect to:

NAME	PHONE	EMAIL
1.		
2.		
3.		

Please provide an overview of the relevant dates, facts, and actions involved with the alleged violation:

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Please cite the specific Ethics Articles you believe were violated, and why:

Please list the documents/files you are including as evidence with this submission:

[NEXT PAGE]

## **ACKNOWLEDGEMENT**

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By signing and submitting this form you acknowledge, confirm and/or agree to the following:

- (1) I understand that the IBBA's review of this matter will be limited in scope to an interpretation of congruency with the Ethic's best practices.
- (2) I understand that any response to this matter provided by the IBBA is not to be construed as arbitration, mediation, legal advice or evidence.
- (3) I agree to keep this matter confidential, including but not limited to any references to a pending or completed investigation, and that a breach of this confidentiality may render this submission void.
- (4) I understand that the Board has full and final authority to follow up with and advise (if appropriate) the affected parties to this allegation in whatever manner it deems fit.
- (5) I confirm that any evidence accompanying this submission has been legally obtained.
- (6) I agree to indemnify the IBBA, including it Board, staff and the CIEC (if applicable) for any and all items provided.
- (7) I agree to accept the Board's response to this matter as final.

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Print Name

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Signature

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Date