



## FILING A SWORN COMPLAINT

This document outlines the process for filing a sworn complaint with the Nebraska Real Estate Commission (NREC). Please follow these steps carefully to ensure your complaint is properly submitted and considered. This document outlines the process and provides helpful resources.

### Complaint Submission Steps

#### **Step 1: Obtain the Complaint Form**

- Download the original complaint form from the NREC website or request a complaint packet from the Commission Office. [Download Form](#)

#### **Step 2: Provide Supporting Documents**

- Gather all relevant documents that support your complaint. These may include contracts, emails, receipts, and any other pertinent information.

#### **Step 3: Enter Names**

- Clearly state the full name of the complainant (the person filing the complaint)
- Provide full name and contact information of the respondent (the individual against whom the complaint is being filed. Complaints may not be filed against entities or businesses). Note: If you have an attorney, you can have them assist you in completing the form.

#### **Step 4: Write a Detailed Narrative**

- Provide a clear and concise narrative describing the events that led to the complaint. Include dates, times, locations, and specific actions taken by the respondent.
- You may attach a typed or handwritten narrative. If additional documentation is attached, write "See Attached Documentation" in the space provided.

#### **Step 5: Explain the Alleged Violation**

- You must identify the statute(s) or law(s) you believe were violated by listing the applicable statute number(s) (for example, **81-885.24(29)**). You are not required to provide the full text of the statute; however, at least one applicable statute must be identified for the complaint to be officially filed.
- Clearly state the reason for the alleged violation. Explain how the respondent's actions violated the referenced section(s) of the [Nebraska Real Estate License Act or Rules and Regulations](#).

#### **Step 6: Sign and Notarize**

- Sign the completed complaint form in the presence of a notary public. Ensure that the form is properly notarized.

#### **Step 7: Submit the Original Completed Complaint**

- Submit the original completed and notarized complaint form along with all supporting documentation to the Nebraska Real Estate Commission.

#### **Important Considerations**

- The NREC investigates complaints to determine if there has been a violation of the Nebraska Real Estate License Act or the Commission's Rules and Regulations.
- The Commission does not act as a court to resolve disputes regarding monetary damages. You may need to seek legal advice for that.
- Submitting a complaint does not guarantee that disciplinary action will be taken. The Commission will review the complaint and determine the appropriate course of action.

For further information and assistance, you may request the following resources from the Nebraska Real Estate Commission Office. These resources provide comprehensive information about real estate practices and regulations in Nebraska.

### Additional Resources

#### **Key Links**

- [Complaint Instructions](#)
- [Complaint Form](#)
- [Answer Form](#)
- [Intervention Form](#)

#### **Access Complaint resources quickly:**

- [NREC Homepage](#)
- [NREC License Manual](#)
- [Consumer Guide to Buying or Selling a Home](#)
- [Contact NREC](#)