

INSTRUCTIONS FOR COMPLETING THE SWORN STATEMENT/COMPLAINT FORM

NOTE: This form is used when a member of the public or a real estate licensee wants to file a formal complaint against a Mississippi real estate licensee.

- **NAME OF COMPLAINANT:** This is the name and address of the person making the complaint.
- **NAME OF BROKER:** This is the name and address of the broker who is being complained upon.
- **NAME OF SALESPERSON:** This is the full name and address of the salesperson who is being complained upon. If there is more than one salesperson, use the second line. If not, do not use the second salesperson name line.
- The complaint narrative should be **thorough** and **detailed**. Begin the complaint on the lines included on the form. If more space is needed, continue the complaint on separate paper. **IF** the full narrative will not fit on the lines below, please do NOT start the complaint on this page. Start the full narrative on a separate page and make a note below to “see attached.”
- Include ALL supporting documents or photos (examples include: listing contract, purchase contract, property disclosures, property inspections, etc.)

BEFORE MAILING, BE SURE THE FOLLOWING HAVE BEEN ADDRESSED:

- Complaint **MUST** be typed or printed. If it is printed, be sure handwriting is VERY CLEAR.
- The **ORIGINAL** must be mailed to MREC at Post Office Box 12685, Jackson, MS 39236 or to 4780 I-55 North, LeFleur’s Bluff Tower, Suite 300, Jackson, MS 39211.
- The complaint(s) should have the signature(s) notarized and must be received by MREC within 60 days of the notary date.

