



## MLS CITATION REVIEW REQUEST FORM

Any request(s) for a Citation Review must be filed within twenty (20) calendar days of a receipt of a Citation to [mlsviolations@cdaronline.org](mailto:mlsviolations@cdaronline.org).

**Citation Number:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Office Name:** \_\_\_\_\_

**Broker Name:** \_\_\_\_\_

**Agent Phone Number:** \_\_\_\_\_

**Agent E-Mail:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Reason(s) for Requesting a Citation Review.** Please provide any alleged facts or reasons why you believe the violation you received was incorrectly issued. Please be specific and focused on the Rule(s) referenced in the Citation. Please note that alleging that you failed to receive Warning Notice(s) or any communication from California Desert Association of REALTORS® is not adequate grounds for the granting of a Citation Review. (Please attach additional documentation/reasoning to this Citation Review request as necessary.)

*Please read the following conditions carefully prior to submission of the review request form.*

**1. Disagreement with MLS Citation.** I hereby provide written notice to the California Desert Association of REALTORS® GPS MLS referenced above that I disagree with the MLS Rule violation attributed to my listing and/or me as set forth in my Citation received and acknowledge that I am contesting this violation.

**2. Conditions to Granting a Citation Review.** I understand and agree that I must fill out this entire form to receive a Citation Review. I understand and agree that I must correct any alleged MLS Rule violation(s) identified in my Citation received for my request to be valid. I authorize and instruct the California Desert Association of REALTORS® GPS MLS to remove the listing that is the subject of my received Citation if I fail to correct the subject MLS Rule violation(s) within two (2) business days of submission of this Citation Review.

**3. Submission of Citation Review.** By submitting my request, I represent that I have read the subject Citation Notice, and that I am submitting this form no later than twenty (20) calendar days from the Citation date, per the California Desert Association of REALTORS® GPS MLS Citation Policy. I understand and agree that if my Citation Request is submitted following the twenty (20) day deadline noted on the Citation Notice, the California Desert Association of REALTORS® GPS MLS has the right to deny my Citation Request and the fine initially assessed will be due immediately to prevent the suspension of my MLS services.

**4. Confirmation of Review Process.** I have read and understand the Citation Review process as set forth in paragraph 6 of the California Desert Association of REALTORS® GPS MLS Citation Policy. I understand that I have the right to a hearing as outlined in the California Desert Association of REALTORS® GPS MLS Citation Policy, and unless I request a full hearing by choosing that option on the last page of this form, my Citation Review request will **not** go to a full evidentiary Hearing.

**5. Sanction and Disciplinary Guidelines.** I understand and agree that if this Citation Request proceeds to a Committee Review or Hearing, I will be bound by the procedures, fines, and discipline guidelines set forth in the Manual. I understand and agree that I will be bound by any final determination or penalty made on this Request by the California Desert Association of REALTORS® designated Committee, Hearing Panel, or other applicable oversight body.

**6. \$100 Citation Review Fee.** I understand and agree that the decision on my Citation Request will be made by the California Desert Association of REALTORS® designated Committee, by way of an official review by the Committee or other applicable oversight process put in place by the California Desert Association of REALTORS®. I understand and agree that if the California Desert Association of REALTORS® renders a decision finding that I violated any MLS rule, I will be assessed a \$100 Citation Review Fee, which will be an additional cost above and beyond any Citation fine amount or other discipline assessed in the decision. I understand that unless and until a decision as

described as above occurs, I am not required to pay any Review Fee to the California Desert Association of REALTORS®. I understand and agree that if a decision described as above occurs, I will pay the Review Fee to the California Desert Association of REALTORS®. I acknowledge and agree that failure to pay the Review Fee by the applicable due date set forth in the decision will result in my suspension from the MLS.

I hereby declare that all information and statements contained herein are true and correct to the best of my knowledge. I hereby declare that I have read all sections and sub-sections outlined above and understand the information presented to me within this Citation Review form.

**Agent Name:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----

**OR Election for full Hearing and Agreement to payment of \$200 Hearing Fee.**

*By checking this box, I Agree to all the following:*

I elect that my request for a Citation Review bypass the normal California Desert Association of REALTORS® Citation Review procedure and instead proceed to a full Hearing held as pursuant to the California Desert Association of REALTORS® MLS Citation Policy. In accordance with the policy, I hereby accept any offers from the California Desert Association of REALTORS® for a Hearing on this Request. I understand and agree that the decision on this request will be made by the California Desert Association of REALTORS® by way of a full evidentiary Professional Standards hearing. I understand and agree that if the California Desert Association of REALTORS® renders a decision finding that I violated any MLS rule, I will be assessed a \$200 Hearing Fee, which will be an additional cost above and beyond any Citation fine amount or other discipline assessed in the decision. I understand that unless and until a decision occurs, I am not required to pay any Hearing Fee to California Desert Association of REALTORS®. I understand and agree that if a decision is made that confirms that I violated any California Desert Association of REALTORS® GPS MLS rule, then I will pay the Hearing Fee to the California Desert Association of REALTORS® I acknowledge and agree that failure to pay the hearing fee by the applicable due date set forth in the decision will result in my suspension from the MLS.

**Agent Name:** \_\_\_\_\_

**Agent Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* Signature here is required ONLY if checking box electing for a full hearing*