

# Incident Reply

## Professional Standards

### Instructions

The following form is to be completed and submitted to [incidents@itsorealestate.ca](mailto:incidents@itsorealestate.ca)

- ✓ A Reply must be filed within 10 days of receiving a Charge
- ✓ If you choose to admit to the allegations in the Charge and enter into a Consent Agreement then only part A of this form needs to be completed
- ✓ If you choose to Reply and have the matter proceed to the Professional Standards Committee then all parts of this form must be completed

### Contact Information

Full Name	
Login ID	
Email Address	
Charge Date	

### Part A

- I choose to admit the allegations in the Charge and enter into a Consent Agreement
- I choose to file a Reply and have the matter considered by the Professional Standards Committee

### Part B

Please indicate which allegations in the Charge are admitted to, which are denied, and which you have no knowledge of, using additional pages if necessary

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### Part C

Please provide an explanation of the facts relied on to support the Reply

### Supporting Documents

Document Name:

Document Name:

Document Name:

Document Name:

# Incident Report

## Professional Standards

I confirm that the information in this Reply is true to the best of my knowledge and I understand that a copy of this Reply will be provided to the Professional Standards Committee and may be provided to the REALTORS® Association(s) that the Complainant and I belong to and to the Discipline Committee, if applicable.

Signature

Signature

Date