

NACVA

Complaint Report Form



Please complete the following information so that we may properly review and investigate your complaint. The National Association of Certified Valuers and Analysts™ (NACVA®) is a highly professional organization, and we view our obligation to our profession, or members and the public as being critical to the long-term success of our profession. All matters and names of individuals put before the Ethics Oversight Board (EOB) or the Executive Advisory Board (EAB) shall be kept in strict confidence. (Print or Type)

Important Note: The EOB has an obligation to investigate all allegations of potential violation(s) of ethical or professional standards. Once you submit your complaint to the EOB it cannot be withdrawn by either party.

Date of Complaint: _____

Is this matter/case currently involved in any form of litigation? Yes No

If so, this Board cannot consider a complaint until the matter has been resolved. At that time, you may file a complaint, if applicable.

Complaining Party:

Name: _____ Designations: _____
 Firm Name: _____ Address: _____
 City: _____ State: _____ ZIP: _____
 Tel: _____ Fax: _____ E-mail: _____

Name of NACVA Member you wish to file your Complaint against:

Name: _____ Designations: _____
 Firm Name: _____ Address: _____
 City: _____ State: _____ ZIP: _____
 Tel: _____ Fax: _____ E-mail: _____

- Please describe in detail why you believe this member is in violation of NACVA's Professional Standards (We do not investigate fee disputes.). In your description, please identify **specific** problems with the member's report (found to be in violation).
- Identify which Standards have been violated (for example, 3.7 Valuation Approaches and Methods, 3.11 Capitalization/Discount Rate, 4.3.b.(1) Reporting Standards—Detailed Reports, Non-operating assets and liabilities, etc.). Note: If/When the litigation engagement is subject to discovery and/or cross-examination, NACVA's Reporting Standards do not apply. Click on the following link to refer to NACVA's Professional Standards: <http://www.nacva.com/association/nacva.asp>
- You **must** identify (**mark/label**) the specific page number(s) in the report and/or exhibits, and (**highlight/underline**) where each violation exists within the report. This level of detail will greatly assist the Board in reviewing your Case and in their investigation of this Complaint (include additional pages as necessary).

<u>Reference Standard #</u>	<u>Standard Violated</u>	<u>Describe in Detail the Potential Violation of Referenced Standard</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Reference Standard #	Standard Violated	Describe in Detail the Potential Violation of Referenced Standard

Attach additional pages, if necessary, to fully describe your case. Please provide complete documentation that will assist the Board in determining whether an investigation is warranted.

You **must** familiarize yourself with NACVA's Ethics Policies and Procedures. This document can be found on NACVA's website at: http://www.nacva.com/PDF/Ethics_PP.pdf. The purpose for this is to advise you of the process should your Case warrant an investigation. Any action taken by the Ethics Oversight Board could potentially take several months due to the Board's limited meeting schedule. You will **not** receive updates during the investigation. You will, however, receive a final closing letter of determination.

Attestation: I hereby attest that the information provided above is true and accurate to the best of my knowledge. I grant NACVA the right to verify and investigate any of the information provided.

Attestation/Signature*: _____ **Date:** _____

* Your signature will authorize the National Association of Certified Valuers and Analysts (NACVA) to confirm the above information via e-mail and/or fax, if necessary, and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.

Submit Complaint Form (along with a copy of the report in question) to:
Pam Bailey, Executive Director
E-mail: PamB1@NACVA.com, or Private Fax: (801) 290-2185,
or via U.S. Mail in Confidence to NACVA Headquarters

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