

Date Received: _____

City of Saint Paul
Truth-in Sale of Housing Program
Complaint Filing and Investigation

The Saint Paul Truth-in-Sale of Housing Program, Board Bylaws specify certain criteria that must be met before a complaint can be accepted and investigated. Information provided to the Board on this form is required in order to determine if the criteria has been met. The Minnesota Data Privacy Act applies to all complaints filed with the Board. Once filed with the Board, the complaint and the complaint process are private and confidential in the manner provided by law. No information about complaints will be published unless the complaint investigation process becomes a matter of public record through the application of the Minnesota Data Privacy Act, the Minnesota Open Meeting laws or other superseding authority. Falsification of any of the information submitted in or with a complaint is grounds for immediately closing the complaint.

Complainant Criteria

The complaints must be from persons or organizations who meet one of the following criteria;

- A. The filing person or organization is, or directly represents, the (prospective or actual) buyer or the seller of the dwelling, or has a demonstrable and compelling interest in the property evaluated, or
- B. The filing person or organization is employed by, or directly represents, the City of Saint Paul.

Name (print): _____ Phone: _____

Address: _____

Explanation/Verification information of how you meet the Complainant Criteria: (use reverse if more space is needed)

Property Address: _____

Date of Report: _____ Evaluator Name: _____

Complaint Filing Criteria

The complaint must also meet both of the following criteria;

- A. The complaint must be in writing, and must be specific to the Truth-in-Sale of Housing Disclosure Report prepared for the dwelling, or it must be specific to the performance of the evaluator as required by the Board through Chapter 189, the Evaluator Code of Ethics, and other requirements approved from time to time by the Board; and,
- B. The filing person or organization completes the documents or other complaint requirements set from time to time by Board Policy or Resolution.

Complaint is specific to (circle one): **REPORT** **EVALUATOR PERFORMANCE**

Office Use, ONLY:

Complainant Criteria **MET** **NOT met** Complaint Accepted: **Y** **N**
If not Accepted, reason why not:

Signed: _____ Date: _____