



## REPORTING ENTRY WITHOUT NOTIFICATION

If you believe someone entered your listing without prior notification, complete this form and submit it along with:

- A copy of your office log book that shows all of the scheduled showings/entries for the date on which the infraction occurred;
- A report from KIM computer system showing the entry to the property

Date of entry without notification: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address of property entered without prior notification:

\_\_\_\_\_

Name of individual who entered property without prior notification:

\_\_\_\_\_

Office: \_\_\_\_\_

Office address: \_\_\_\_\_

Office phone: \_\_\_\_\_

Name of individual reporting the matter: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Company address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### SUBMIT MATERIALS TO:

Columbus REALTORS®  
Attn: Keybox Compliance Committee  
2700 Airport Drive, Columbus, Ohio 43219  
bethanie@columbusrealtors.com