



REQUEST TO MEDIATE

Case #: _____
(for office use only)

1. AMOUNT OF MONEY INVOLVED: _____

2. PARTY REQUESTING MEDIATION:

Name: _____

Buyer Seller Broker Listing Agent Other: _____

Telephone #: _____ Fax #: _____

Address (Required): _____

E-mail: _____

Name of Legal Counsel or other Representative: _____

Telephone #: _____ Fax #: _____

Address: _____

E-mail: _____

3. BRIEF DESCRIPTION OF CLAIM: (Attach a separate sheet if necessary, be as concise as possible)

4. Have there been any formal court pleadings filed in this case? Yes No

If yes, are there any trial dates or time limitations involved? Yes No

Hearing Date _____ Court Case # _____ Court County _____ Judge _____

5. Do you have authority to enter into and sign a binding written agreement to settle this on behalf of the party you represent? Yes No

Comment: _____

6. During the four-week period following the date you submit this request, list the dates you would be available for a mediation conference. _____

7. OTHER PARTIES TO THE DISPUTE:

Name: _____

Buyer Seller Broker Listing Agent Other: _____

Telephone #: _____ Fax #: _____

Address (Required): _____

Name of Legal Counsel or other Representative: _____

Telephone #: _____ Fax #: _____

Address: _____

Name: _____

Buyer Seller Broker Listing Agent Other: _____

Telephone #: _____ Fax #: _____

Address (Required): _____

Name of Legal Counsel or other Representative: _____

Telephone #: _____ Fax #: _____

Address: _____

I understand and agree that I am responsible for my portion of the fees incurred in this mediation and have signed the enclosed Payment Voucher. Yes No

**There is a continuance fee charged to any party requesting a continuance once a mediation conference has been scheduled.

Please attach copy of the signed MEDIATION clause of your purchase contract.

PLEASE MAIL THIS FORM TO THE REAL ESTATE MEDIATION CENTER.

Date _____

Signature of Requesting Party

While the Association promotes mediation, please be advised of the following. If you are the complainant in the dispute against a REALTOR®/member, and are unsure if Mediation will be successful, be assured your Request to Mediate may be transferred to Arbitration. Also, mediation is a voluntary process and a mediation conference can only be scheduled for those parties that agree to mediation or have agreed via their contract. If any parties to your dispute do not agree to mediation, arbitration will be necessary to resolve the dispute as it pertains to you and those parties.