



Dear Principal or Managing Broker Requesting Arbitration Services:

Enclosed are the materials required to request Arbitration. You may file a request for arbitration against a REALTOR® Principle member alleging a claim to a commission or part of a commission after the transaction closes, if you have already mediated the dispute, and providing the request:

1. Is in writing
2. Is signed by the Complainant(s)
3. States the chronological facts surrounding the case (a narrative)
4. Is filed within 180 days after closing the transaction or within 180 days after the facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence.
5. Names all necessary parties to the arbitration (Principle/Manager/Agent)
6. A check for \$250, payable to IAR is attached

When stating the facts surrounding your request for arbitration, include a copy of ALL the pertinent documents, such as copies of Listing Agreements, Purchase and Sales Agreements, Addendums, inspection reports, MLS Rules & Regs if applicable, the closing statement, MLS printouts/history, notarized statements from witnesses if necessary, and other piece of corroborating documentation to support your case.

The Grievance Committee will review the request for arbitration. They will either forward the case to the Professional Standards Committee for a hearing or dismiss the case. They will dismiss the case if the amount in dispute is (1) considered too small or too large for the Association to arbitrate, (2) if the matter is too legally complex, (3) if the matter is not arbitrable, (4) or if the request is not timely filed. You will be notified of the Grievance Committee's decision within days of the committee meeting.

Respectfully Yours,

Laura L. Sallie  
Professional Standards Administrator

***Send the Request and Agreement to Arbitrate form and all accompanying documents to:***

***Indiana Association of REALTORS®  
Attn: Laura Sallie, Professional Standards Administrator  
800 East 86<sup>th</sup> Avenue, Merrillville, Indiana 46410***

PROFESSIONAL STANDARDS ADMINISTRATOR  
800 EAST 86<sup>TH</sup> AVENUE  
MERRILLVILLE, IN 6410  
PHONE (219) 895-5357  
LSALLIE@INDIANAREALTORS.COM





REQUEST AND AGREEMENT TO ARBITRATE

- 1. The undersigned, by becoming and remaining a member of the Indiana Association of REALTORS® has previously consented to arbitration through the Association under its rules and regulations.
2. I am informed that each person named below is a member in good standing of the Indiana Association of REALTORS® or was a member of said Association of REALTORS® at the time the dispute arose.
3. A dispute arising out of the real estate business as defined by Article 17 of the Code of Ethics exists between me (or my firm) and (List all persons and/or firms you wish to name as respondents to this arbitration):

Name \_\_\_\_\_, Principal Broker Firm \_\_\_\_\_

Name \_\_\_\_\_, Agent Firm \_\_\_\_\_

4. There is due, unpaid and owing to me (or I retain) from the above named persons the sum of \$ \_\_\_\_\_. My claim is predicated upon the statement attached.

The disputed funds are currently held by \_\_\_\_\_.

5. I request and consent to arbitration through the Association in accordance with its Code of Ethics and Arbitration Manual (alternatively, "in accordance with the professional standards procedures set forth in the bylaws of the Association"), and I agree to abide by the arbitration award and to comply with it promptly.

In the event I do not comply with the arbitration award and it is necessary for any party to this arbitration to obtain judicial confirmation and enforcement of the arbitration award against me, I agree to pay the party obtaining such confirmation the costs and reasonable attorney's fees incurred in obtaining such confirmation and enforcement.

6. I enclose my check in the sum of \$250.00 for the arbitration filing deposit. \*NOT TO EXCEED \$500.00

7. I understand that I may be represented by counsel, and that I should give written notice no less than 15 days before the hearing of the name, address, and phone number of my attorney to the Association. Failure to provide this notice may result in a continuance of the hearing, if the Hearing Panel determines that the rights of the other party(ies) require representation.

8. Each party must provide a list of the names of witnesses he/she intends to call at the hearing to the Association not less than 15 days prior to the hearing. Each party shall arrange for his/her witnesses to e present at the time and place designated for the hearing. The following REALTOR® nonprincipal affiliated with my firm has a financial interest in the outcome of the proceeding and has the right to be present throughout the hearing:

All parties appearing at a hearing may be called as a witness without advance notice.

9. I declare that this application and the allegations contained herein are true and correct to the best of my knowledge and belief and this request for arbitration is filed within 180 days after the closing of the transaction, or within 180 days after the facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence, whichever is later.



PROFESSIONAL STANDARDS ADMINISTRATOR
800 EAST 86TH AVENUE
MERRILLVILLE, IN 6410
PHONE (219) 895-5357
LSALLIE@INDIANAREALTORS.COM

