



Dear Principal or Managing Broker Requesting Mediation Services:

Enclosed are the materials required to request Mediation. You may file a request for Mediation against a REALTOR® Principal member and his/her agent alleging a claim to a commission or part of a commission only after the transaction closes. **Mediation of arbitrable matters is mandatory.**

Mediation services will be offered both before and after the Grievance Committee's review of a mediation and/or arbitration request. The Request for Mediation must name all necessary parties to the Mediation, their firm name, address, and phone number.

Please return the signed "Request for Mediation" form along with the Mediation Officer Selection form. A mediator will be promptly assigned.

There is NO CHARGE for Mediation services provided by the volunteer mediators of the Indiana Association of REALTORS®.

I recommend that you read the article, "No Losers in Mediation" to have a better understanding of the Mediation process and how it differs from Arbitration.

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





Request for Mediation

In the matter of _____ vs. _____
Complainant(s) Respondent(s)

I am requesting mediation with the above-named disputant. There is due, unpaid, and owing to me (*or I retain*) from the above-named person the sum of \$_____. My claim is predicated upon the statement attached and incorporated by reference into this application.

Signature of REALTOR® Principal/Managing Broker

Signature of REALTOR®

Type/Print Name

Type/Print Name

Office Name

Phone

E-mail

E-mail

Local Association

Send the Request for Mediation form and all accompanying documents to:

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



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