

INDIANA ASSOCIATION OF REALTORS®

143 W Market St, Ste 100, Indianapolis, IN 46204
(800) 284-0084 | indianarealtors.com



Dear **Managing Broker** Requesting Mediation Services:

Attached are the materials required to request Mediation. You may file a request for Mediation against a Managing Broker (citing the Sales Associate) alleging a claim to a commission or part of a commission ***only after the transaction closes***. Once the Grievance Committee forwards an arbitrable matter, Mediation becomes mandatory.

The Request for Mediation must name all necessary parties to the Mediation.

Please note that NAR has made it clear that Mediation Requests are between Managing Brokers, not Sales Associates; however, the Sales Associates involved in the transaction are welcome to attend the mediation conference, please provide their information below if they will be attending.

Please return the signed “Request for Mediation” form along with the Agreement to Mediate.

Email the Request for Mediation form and all accompanying documents to: lsallie@indianarealtors.com

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.



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Request for Mediation

Case # _____

(Office Use Only)

Date Filed: _____

In the matter of:

Managing Broker (Complainant)

vs.

Managing Broker (Respondent)

Sales Associate

Sales Associate

Firm

Firm

I am requesting mediation with the above-named Managing Broker. There is due, unpaid, and owing to me (*or I retain*) from the above-named person the sum of \$_____. The property address is: _____ the property closed on: _____. **My claim is predicated upon the statement attached.**

Signature of Managing Broker

Signature of Sales Associate

Print Name

Print Name

Phone

Phone

E-mail

E-mail

