



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 and his/her agent 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 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.

PROFESSIONAL STANDARDS ADMINISTRATOR
800 EAST 86TH AVENUE, SUITE A
MERRILLVILLE, IN 46410
PHONE (219) 895-5357
LSALLIE@INDIANAREALTORS.COM





INDIANA ASSOCIATION OF REALTORS®, INC.

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: _____ and it closed on _____. **My claim is predicated upon the statement attached and incorporated by reference into this application.**

Signature of Managing Broker

Signature of Sales Associate

Print Name

Print Name

Phone

Phone

E-mail

E-mail

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Office Name

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