



Dear Managing Broker Requesting Mediation Services:

Enclosed 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. Mediation of arbitrable matters is mandatory. 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 Agreement to Arbitrate.

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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PROFESSIONAL STANDARDS ADMINISTRATOR  
800 EAST 86<sup>TH</sup> 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 \_\_\_\_\_ 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 Managing Broker: \_\_\_\_\_ 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

\_\_\_\_\_  
Office Name and Address

**Send the Request for Mediation form and all accompanying documents to:  
Indiana Association of REALTORS®  
Attn: Laura Sallie, Professional Standards Administrator  
800 East 86<sup>th</sup> Avenue, Suite A, Merrillville, Indiana 46410**



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