
Board or State Association

Address

City

State

Zip

Sample Letter Advising of Mediation Officer

To: Send to both the complainant and respondent for mediation conference

Dear _____:

Thank you for agreeing to mediate your dispute with _____.*

Your mediation conference has been scheduled for _____, 20____
Time Day and Date

at the _____.
Location and Address

Please advise me by _____ if you have a conflict with this date.
Date

The procedures for a mediation conference are less formal than the procedures for an arbitration hearing conducted by a Board of REALTORS®. Since a mediation conference is not an arbitration proceeding or court action, but rather a structured negotiation to find a mutually acceptable solution to a dispute, it is not necessary for you to present testimony from witnesses. However, if you believe you cannot fully explain your position without a witness, you may ask a witness(es) to be present. Additionally, the decision of whether to be represented by legal counsel at the conference is an individual decision to be made by each of the parties to the dispute.

If it is your intent to have legal counsel or witnesses present, please so advise by _____.
Date

This will allow appropriate notice to be provided to all parties to the dispute of your intention to be represented by legal counsel and/or to have witnesses present at the conference.

I may be reached at _____ if you have any questions with regard to your scheduled mediation
Phone
conference or the mediation process in general. I look forward to the opportunity of assisting you in reaching a mutually acceptable solution to the dispute.

Sincerely,

Professional Standards Administrator

cc: The Mediation Officer

*This form may be revised if the Board of Directors requires mediation of otherwise arbitrable matters.

(Adopted 11/11)