
Board or State Association

Address

City

State

Zip

Notice of Request for Mediation

In the matter of _____ vs. _____
Complainant Respondent

A request for mediation involving the above-named case prior to a hearing of this matter by the Professional Standards Committee of the Board has been received. A copy of the dispute is enclosed. If you wish to participate in the mediation process at this time, please complete the Mediation Agreement form and return it to the Board office at the address shown on this form by

_____. The Agreement must be signed and dated by the REALTOR® principal or his/her
Date
authorized designee. If no response is received from you by the appointed date, the case shall be referred to the Grievance Committee of the Board for determination at its next scheduled meeting.

Signature of Professional Standards Administrator

Date

Form Optional: This may be accomplished by telephone.