

## **Appendix I. Buyer-Seller DRS Packet**

The purpose of this packet is to provide buyers and sellers with information about DRS. Buyers and sellers will need to have the information and forms in the packet to initiate mediation, and if applicable arbitration, under the DRS program.

The association and participating member firms should have prepared packets so buyer/seller inquiries and requests can be promptly handled.

Packet contents should include a cover letter signed by principal broker or by the association's president or executive officer with copies of the following documents from the Appendices of the DRS materials.

### **Mediation Component**

- *Mediation the winning solution for buyers and sellers* brochure
- Mediation Procedures
- Mediation Clause/Addendum
- Agreement to Mediate
- Request for Initiating Mediation Transmittal Form
- Buyer-Seller Guide for Initiating Mediation
- Responses to Frequently Asked Questions about Mediation
- Evaluation by Parties Form

### **Arbitration Component**

Materials to be developed by the association to reflect the association's arbitration procedures and applicable state law(s). The mediation materials can be used as a template in creating the arbitration materials. Information provided to buyers and sellers should include:

- Arbitration Procedures
- Arbitration forms, clauses and agreements