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 Agreement to Mediate 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.

*(Amended 11/12)*

*Code of Ethics and Arbitration Manual*