



ASSOCIATION OF REALTORS®

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Buyer / Seller Mediation Intake Form

The purpose of mediation is to assist REALTOR® members of the Association and their clients to settle disputes swiftly and informally under the “mediation clause” of their written agreement or because they have otherwise elected to mediate their disputes.

If some but not all parties agree to mediation, the parties may agree to mediate with the consenting parties and consult legal counsel regarding options against the parties refusing to mediate.

Party #1 Name _____
(Complainant) (Circle one) Buyer Seller Buyer’s Agent Listing Agent

Property Address: _____

City: _____ State: _____ Zip: _____

Amount of Dispute: _____ (Approx. if necessary) Type of Dispute: _____

Information on Parties:

Buyer(s): Name: _____
Address: _____
Cell: _____ Email: _____

Buyer(s)
Agent Name: _____
Address: _____
Cell: _____ Email: _____

***Required.** By checking the “include” box below, Party is agreeing to include their Agent in all communications:
 include in all correspondence do not include in all correspondence

Information on Parties (cont.)

Seller(s): Name: _____
Address: _____
Cell: _____ Email: _____

Listing Agent Name: _____
Address: _____
Cell: _____ Email: _____

***Required.** By checking the "include" box below, Party is agreeing to include their Agent in all communications:
 include in all correspondence do not include in all correspondence

Third Party Information:

Listing Agent Name: _____
Address: _____
Cell: _____ Email: _____

Listing Agent Name: _____
Address: _____
Cell: _____ Email: _____