



**REQUEST FOR MEDIATION
HOME SELLERS / HOME BUYERS
DISPUTE RESOLUTION SYSTEM (DRS)**

I. PARTIES TO THE MEDIATION

A. Person Requesting the Mediation YOU ARE: Buyer Seller

Name(s): *should include and be limited to persons identified on the Agreement of Sale*

Best daytime phone number: *if more than one person is identified above, please specify whose phone number is being provided*

Cell Home Work

Email: _____

Mailing Address: _____

B. Person Whom You Are Requesting Mediation: *this person will be the other party to the Agreement of Sale (Buyer or seller). The mediation clause in the Agreement of Sale obligates the buyer and seller only. **You must provide** a mailing address and/or email address for this person in order to proceed. Please verify the accuracy of this information before submitting the form.*

Name(s): *should include and be limited to persons identified on the Agreement of Sale*

Email: _____ Phone _____

Mailing Address: _____

C. Name and Contact Information of Legal Counsel or Other Representative

Legal Counsel:

Name: _____

Email: _____ Phone _____

Mailing Address: _____

Other Representative:

SPECIFY - Buyer Seller Agent for Seller Agent for Buyer Other _____

Name: _____

Email: _____ Phone _____

Mailing Address: _____

II. ADDRESS OF THE PROPERTY THAT IS THE SUBJECT OF THIS REQUEST FOR MEDIATION:

III. HAVE COURT PROCEEDINGS BEEN INITIATED INVOLVING THE SAME PARTIES AND CIRCUMSTANCES OF THIS REQUEST? Yes No

If yes, provide proof that court proceedings have been postponed until mediation is attempted.

IV. SPECIFY THE ISSUE THAT BROUGHT YOU TO REQUEST MEDIATION:

Release of Deposit(s). Specify amount: \$_____

Failure to disclose. Specify item or issue not disclosed:

Other. Specify:

V. DO YOU HAVE THE AUTHORITY TO ENTER INTO AND SIGN A BINDING WRITTEN AGREEMENT TO SETTLE THIS ON BEHALF OF THE PARTY YOU REPRESENT?

Yes No

VI. SIGNATURE

Print Name

Signature

Date

PLEASE NOTE: THERE IS A FEE OF \$500.00 DIVIDED AMONG THE PARTIES TO A MEDIATION (\$250.00 per party). YOUR CHECK, PAYABLE TO GLVR, MUST ACCOMPANY THIS FORM IN ORDER TO INITIATE MEDIATION.

FILING A REQUEST FOR MEDIATION

Please carefully read the **Mediation Procedures** at the beginning of this document as this explains the mediation process in detail.

After you have completed and signed the Request for Mediation Transmittal Form, please mail your request form (emails not accepted) along and the following items:

- ✓ Copy of the Agreement of Sale
- ✓ Contact information for all parties named in the request
- ✓ Any supporting documentation, including a narrative and timeline of events
- ✓ A check for \$250 payable to "GLVR".*
- ✓ Mailed to or hand delivered to the address below.

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Mail To: Director of Professional Development
Greater Lehigh Valley REALTORS®
10 S. Commerce Way
Bethlehem, PA 18017

Questions? Please contact the Director of Professional Development at dirprofdev@glvr.org.