



GREATER  
LEHIGH VALLEY  
REALTORS®

## 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*

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

☐ Cell ☐ Home ☐ Work

Email: 

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Mailing Address: 

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**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*

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Email: 

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 Phone 

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Mailing Address: 

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**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:

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☐ Other. Specify:

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**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, BE RECEIVED 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 Form, please email, mail or hand deliver your request form along with 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".\*

**\*THERE IS A FEE OF \$500.00 DIVIDED AMONG THE PARTIES TO A MEDIATION (\$250.00 per party). YOUR CHECK, PAYABLE TO GLVR, MUST BE RECEIVED IN ORDER TO INITIATE MEDIATION.**

**Email to:** [dirprofdev@glvr.org](mailto:dirprofdev@glvr.org)

**Mail/deliver 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](mailto:dirprofdev@glvr.org).