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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.