

**ROANOKE VALLEY ASSOCIATION OF REALTORS®**  
**4358 Starkey Rd.**  
**Roanoke, Virginia 24018**

**REQUEST AND AGREEMENT TO ARBITRATE**

1. The undersigned, by becoming and remaining a member of the Roanoke Valley Association of REALTORS® (or Participant in the Roanoke Valley MLS), has previously consented to arbitration through the Association under its Rules and Regulations.
2. I am informed that each person named below is a member in good standing of the Roanoke Valley Association of REALTORS® (or Participant in the MLS) or was a member of said Association at the time the dispute arose.
3. A dispute arising out of the real estate business as defined by Article 17 of the Code of Ethics exists between me (or my firm) and (list all persons you wish to name as Respondents to this arbitration.)

\_\_\_\_\_, REALTOR® Principal

\_\_\_\_\_

\_\_\_\_\_

4. There is due, unpaid and owing to me from the above-named persons the sum of \$\_\_\_\_\_. **My claim is predicated upon the statement attached**, marked Exhibit "1" and incorporated by reference into this application. The disputed funds are currently being held by \_\_\_\_\_.
5. I have \_\_\_\_\_ have not \_\_\_\_\_ (check one) made an attempt to resolve this dispute. Attached as Exhibit "2" is a summary of my attempts, if any.
6. I request and consent to arbitration through the Association in accordance with the *Code of Ethics and Arbitration Manual* of the National Association of REALTORS®, and I agree to abide by the arbitration award and to comply with it promptly. In the event I do not comply with the arbitration award and it is necessary for any party to this arbitration to obtain judicial confirmation and enforcement of the arbitration award against me, I agree to pay the party obtaining such confirmation the costs and reasonable attorney's fees incurred in obtaining such confirmation and enforcement.
7. I enclose my check (made payable to RVAR) in the sum of \$250.00 for the arbitration filing deposit.
8. I understand that I may be represented by legal counsel, and that I should give written notice no less than fifteen (15) days before the hearing of the name, address and phone number of my attorney to all parties and the Association. Failure to provide

this notice may result in a continuance of the hearing, if the Hearing Panel determines that the rights of the other party require representation.

9. Each party must provide a list of the names of witnesses he intends to call at the hearing to the Association and to all other parties not less than fifteen (15) days prior to the hearing. Each party shall arrange for his witnesses to be present at the time and place designated for the hearing. The following REALTOR® non-principal affiliated with my firm has a financial interest in the outcome of the proceeding and may be called as a witness, and has the right to be present throughout the hearing:

\_\_\_\_\_.

10. I declare that this application and the allegations contained herein are true and correct to the best of my knowledge and belief. I further declare that this request for arbitration is filed within one hundred eighty (180) days after the closing of the transaction, if any, or within one hundred eighty (180) days after the facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence, whichever is later.

11. Are the circumstances giving rise to this arbitration request the subject of civil litigation? \_\_\_ Yes \_\_\_ No

12. Address of the property in the transaction giving rise to this arbitration request:

\_\_\_\_\_

13. The sale/lease closed on \_\_\_\_\_.

Date: \_\_\_\_\_

COMPLAINANT(S):

\_\_\_\_\_  
Signature of Complainant  
(REALTOR® Principal)

\_\_\_\_\_  
Signature of Other Party

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone