

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

NOTE: Arbitration is generally conducted between REALTOR® Principals or between firms comprised of REALTOR® Principals. Naming a REALTOR® Principal as Respondent enables the Complainant to know who will participate in the hearing from the Respondent's firm; naming a firm may increase the likelihood of collecting any resulting award.

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 _____.

Parties are strongly encouraged to provide any and all documents and evidence they intend to introduce during the hearing to the other party and to the Association prior to the day of the hearing. Providing documents and evidence in advance can expedite the hearing process and prevent costly, unnecessary continuances.

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. Failure to satisfy the award within the required time period may be considered a violation of a membership duty and may subject the member to disciplinary action at the discretion of the Board of Directors.

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:

NOTE: All parties appearing at a hearing may be called as a witness without advance notice.

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.

Date(s) alleged dispute took place: _____

11. If either party to an arbitration request believes that the Grievance Committee has incorrectly classified the issue presented in the request (i.e., mandatory or voluntary), the party has twenty (20) days from the date of transmittal of the Grievance Committee's decision to file a written appeal of the decision. Only those materials that the Grievance Committee had at the time of its determination may be considered with the appeal by the Board of Directors.
12. Are the circumstances giving rise to this arbitration request the subject of civil litigation? ___ Yes ___ No
13. Important note related to arbitration conducted pursuant to Standard of Practice 17-4 (1) or (2): Where arbitration is conducted between two (or more) cooperating brokers

pursuant to Standard of Practice 17-4 (1) or (2), the amount in dispute and the amount of any potential resulting award is limited to the amount paid to the Respondent by the listing broker, seller or landlord and any amount credited or paid to a party to the transaction at the direction of the Respondent.

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

15. The sale/lease closed on _____.

16. Agreements to arbitrate are irrevocable except as otherwise provided under state law.

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