



1/01/09

**HOME SELLERS/HOME BUYERS DISPUTE RESOLUTION SYSTEM  
MEDIATION TRANSMITTAL FORM - INITIATING PARTY**

(To be completed and mailed to the REALTORS® Association of York & Adams Counties Inc. by party initiating the mediation. *It must be accompanied by a copy of the applicable Agreement of Sale or Listing Contract and a check in the amount of \$175 made payable to "RAYAC."* The amount of \$140 will be returned in the event that case is withdrawn or settled prior to the appointment of a mediator. For Escrow Deposit Disputes, please see Mediation Rules and Procedures, page 4, #12.)

**1. PARTY REQUESTING MEDIATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

You are:     Buyer                       Seller                       Broker                       Sales Agent  
                   Builder/Contractor                       Other \_\_\_\_\_

The attorney representing you, if any:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

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**2. Defending Party    The party against whom you have a monetary claim (not simply witnesses):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

They are:     Buyer                       Seller                       Broker                       Sales Agent  
                   Builder/Contractor     Inspector\*                       Other \_\_\_\_\_

\* Only parties to the contract are **required** to mediate.

If the real estate broker or agent is being named as a supportive witness, please include that information in paragraph #4.

If the real estate broker or agent is being named as an additional defending party, please include an explanation of the nature of your dispute with the real estate broker or agent in paragraph #3.

**Additional Defending Parties (if any):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

They are:     Buyer                     Seller                     Broker                     Sales Agent  
                   Builder/Contractor    Inspector                     Other \_\_\_\_\_

\* Only parties to the contract are **required** to mediate.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

They are:     Buyer                     Seller                     Broker                     Sales Agent  
                   Builder/Contractor    Inspector                     Other \_\_\_\_\_

\* Only parties to the contract are **required** to mediate.

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**3. BRIEF DESCRIPTION OF CLAIM:**

Please explain the nature of your dispute. Use additional paper if necessary.

(Please attach copies of relevant written documents including but not limited to Listing Agreements, Agreements of Sale, Construction Contracts, Memorandums of Understanding, Sellers Disclosure Statement, Disclosure Inspection Addendum, Bills and Invoices). **Failure to include the supporting documentation may result in delay.**)

4. **Witnesses** (A witness is someone who can help support your claim)  
Please identify the names and addresses of any and all witnesses you intend to invite to the mediation conference:

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5. **AMOUNT OF MONEY INVOLVED:** (This is the monetary claim you are seeking. As stated on the previous page, you should include copies of estimates, bills, etc., to explain or justify the figure below.)

\$ \_\_\_\_\_

6. **Have there been any formal court pleadings filed in this case?**

yes  no

If yes, are there any trial dates or time limitations involved?

yes  no

Provide details:

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

County: \_\_\_\_\_ Judge: \_\_\_\_\_

Court Case Number: # \_\_\_\_\_

7. **Do you have authority to enter into and sign a binding written agreement to settle this dispute on behalf of the party you represent?**  yes  no

Comment: \_\_\_\_\_

8. **Do you need additional information from another party?**

yes  no

Explain: \_\_\_\_\_

9. **Settlement Date:** \_\_\_\_\_ **if settlement has occurred.**

**SIGNATURES:**

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date