

**REALTORS ASSOCIATION OF NORTHEAST WISCONSIN
W6124 AEROTECH DRIVE; APPLETON, WI 54914
920-739-9108**

Request and Agreement to Arbitrate and/or attend Mediation (Nonmember)

1. The undersigned agrees and wants to submit to arbitration before a Hearing Panel of the Realtors® Association of Northeast Wisconsin with the understanding that the arbitration will be conducted pursuant to the *Code of Ethics and Arbitration Manual* of the Association (or, alternatively, “in accordance with the professional standards procedures set forth in the Association’s Bylaws”). The undersigned acknowledges having had the opportunity to review the Association’s procedures or having been provided with a copy of the procedures.
2. I am informed that each person named below is a member in good standing of the Association (or Participant in its MLS), or was a member of said REALTORS® 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 and (list all persons and/or firms you wish to name as respondents to this arbitration):

Name	,	Address
Realtor Principal		
Name	,	Address
Realtor Principal		
Firm		Address

4. There is due, unpaid and owing to me (or I retain) 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.
5. The undersigned confirms that execution of this Agreement is wholly voluntary and, pursuant to this Agreement, agrees and promises to abide absolutely by the award of the Hearing Panel and, in the event of adverse decision, to make prompt compliance and to pay the fees and costs as provided by the Association’s professional standards procedures.
6. **I am willing to participate in a Mediation Conference (mediation)_____Yes ___ No.**
In the event the Mediation Conference does not produce a resolution of this dispute, I understand that this request for arbitration will be processed by the Professional Standards Committee in normal course.
7. **I enclose my check in the sum of \$500 for the arbitration filing fee deposit.**
8. I understand that I may be represented by legal counsel, and that I should give **written notice no less than 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(ies) require representation.

Each party must provide a list of the names of witnesses he/she intends to call at the hearing to the Association and to all other parties not less than 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.

**If witness statements accompany your complaint, it is recommended that they be verified by affidavit and the signatures of the person providing the statement be notarized.*

9. **I declare that this application and the allegations contained herein are true and correct to the best of my knowledge and belief and 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.**
10. If either party to an Arbitration Request believes that the Review Panel has incorrectly classified the issue presented in the request (i.e., mandatory or voluntary), **the party has twenty (20) days from the date of the receipt of the Review Panel’s decision to file a**

written appeal of the decision. Only those materials that the Review Panel had at the time of its determination may be considered with the appeal by the Board of Directors.

11. **Is the matter giving rise to this arbitration request the subject of civil litigation?** _____ Yes _____ No
If yes, please explain in a separate attachment. Please note policies may apply related to admissibility or suspension of request.
12. **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.
13. Agreements to arbitrate are irrevocable except as otherwise provided under state law.

Complainant(s)

Name (Type/Print) Signature Date

Address Telephone

email

Name (type/print) Signature Date

Address Telephone

email