
Dear Principal or Managing Broker Requesting Arbitration Services:

Enclosed are the materials required to request Arbitration. You may file a request for arbitration against a REALTOR® Principle member alleging a claim to a commission or part of a commission after the transaction closes and providing the request:

1. Is in writing
2. Is signed by the Complainant(s)
3. States the chronological facts surrounding the case (a narrative)
4. Is filed within 180 days after closing the transaction *or* within 180 days after the facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence.
5. Names all necessary parties to the arbitration (Principle/Manager/Agent)
6. Is joined by the Principle or Branch Office Manager (if an agent)
7. A check for \$250, payable to GNIAR is attached

When stating the facts surrounding your request for arbitration, include a copy of ALL the pertinent documents, such as copies of Listing Agreements, Purchase and Sales Agreements, Addendums, inspection reports, MLS Rules & Regs if applicable, the closing statement, MLS printouts/history, notarized statements from witnesses if necessary, and other piece of corroborating documentation to support your case. Send the entire original package to GNIAR c/o Laura Sallie, the Professional Standards Administrator.

The Grievance Committee will review the request for arbitration. They will either forward the case to the Professional Standards Committee for a hearing, or dismiss the case. They will dismiss the case if the amount in dispute is (1) considered too small or too large for the Association to arbitrate, (2) if the matter is too legally complex, or (3) if the matter is not arbitrable. You will be notified of the Grievance Committee's decision.

Should you have any questions regarding the filing of this request for Arbitration, please contact me at GNIAR at 219.795.3600 or 800.338.8489.

Respectfully Yours,

Laura L. Sallie
Professional Standards Administrator



REQUEST AND AGREEMENT TO ARBITRATE

9. If either party to an arbitration request believes that the Grievance Committee has incorrectly classified the issue presented the request (i.e., mandatory or voluntary), the party has 20 days from the date of receipt 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.

10. Are the circumstances giving rise to this arbitration request the subject of civil litigation? _____ Yes _____ No

11. 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, 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.

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

13. The sale/lease closed on: _____.

Dated: _____

COMPLAINANT(S)

 Signature of Principal Broker

 Signature of Agent

 Name (Type or Print)

 Name (Type or Print)

 Street Address

 Street Address

 City State Zip

 City State Zip

(____) _____
 Phone

(____) _____
 Phone

(____) _____
 Cell

(____) _____
 Cell

 Email

 Email