



You have indicated that you would like to pursue Mediation through the Dispute Resolution Services (DRS) provided by Sierra Nevada REALTORS®. Please be aware that, when filing a Request for Mediation, the issue being decided upon is a monetary dispute. The purpose of filing a Mediation Request is to bring the Complainant(s) and the Respondent(s) to the Association of REALTORS® as opposed to litigation, which is costly. For this reason, Mediation is a service offered to members of Sierra Nevada REALTORS® and/or their clients.

The following is a checklist of items that need to be included in your Request of Mediation:

1. **Request for Mediation** form detailing the amount of the claim
2. **Agreement to Mediate**, signed and dated
3. **Exhibit I** detailing the facts that give rise to the claim
4. **Mediation Officer Selection Form** completed, signed, and dated
5. **Designation of Counsel** form completed, signed, and dated
6. **Filing Fee** of \$100 made payable to Sierra Nevada REALTORS®

Failure to submit all the documents in this packet in a timely manner, can delay the process. The information will be forwarded to the Respondent(s) and/or their REALTOR(S)®. Please note that the mediation process is voluntary, and that Respondent(s) have 21 days from date of notification by the Association for a request to mediate, to respond to the request. If the Respondent(s) agree to the Request for Mediation, a mediation conference will be scheduled.

If you have any questions about this packet and/or the process. Please contact me at your convenience.

Sincerely,

Katie Fletcher, C2EX, AWH  
Vice-President of Operations

**Sierra Nevada REALTORS®**  
5650 Riggins Ct. Reno, NV 89502  
300 S. Curry St. #3 Carson City, NV 89703

**Request for Mediation**

**Complainant(s):** \_\_\_\_\_ **Respondent(s):** \_\_\_\_\_

**Relationship to Transaction:**

- Buyer  Seller  Owner  Tenant
- Listing Agent  Selling Agent
- Property Manager

**Relationship to Transaction:**

- Buyer  Seller  Owner  Tenant
- Listing Agent  Selling Agent
- Property Manger

I/WE are requesting mediation with the above-named Respondent(s). There is due, unpaid, and/or owing to ME/US the sum of \$\_\_\_\_\_ from the above-named Respondent(s). MY/OUR claim is predicated upon the statement, marked "**Exhibit 1**" and the supporting documents incorporated by reference into this application.

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

**Complainant(s):** \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

If you have information on the Respondent(s) please list below, if not please give the name of the REALTOR(S)® representing the Respondent(s) to assist with sending notification for your request to mediate:

**Respondent(s):** \_\_\_\_\_

Name: \_\_\_\_\_ Contact Information \_\_\_\_\_

Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Respondent REALTOR(s)® Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

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**Agreement to Mediate**

The undersigned agree that they are involved in a contractual dispute defined by Article 17 of the Code of Ethics or in a specific non-contractual dispute as outlined in Standard of Practice 17-4.

The undersigned agree to submit this dispute to mediation in accordance with the mediation guidelines, as set forth in the Code of Ethics and Arbitration Manual of the Sierra Nevada REALTORS®. Any agreement signed by the parties, pursuant to the mediation conference, shall be binding.

**As party to the mediation process, I understand and agree to the following items:**

Parties to mediation may withdraw from the process at any point prior to reaching an agreement. Parties to mediation that do not reach an agreement shall be free to pursue arbitration of the dispute in accordance with the guidelines set forth in the Code of Ethics and Arbitration Manual of the National Association of REALTORS®. The parties acknowledge that the mediator is not providing legal representation, legal advice, or legal services, and that the parties are advised of their right to be represented by counsel at the mediation and also of their right to obtain legal advice (if counsel are not at the mediation) before signing any final settlement agreement.

Any offers of settlement that were not accepted or any suggested resolution proposed by the Mediation Officer that was not accepted will not be introduced as evidence nor considered in any manner should the matter require arbitration by the Association’s Professional Standards Committee. However, if the parties agree to a settlement of the dispute, and the settlement is reduced to writing and has been signed by all the parties, the matter shall be considered resolved, and shall not be the subject of a subsequent arbitration hearing. If either of the parties fails to abide by the terms of the settlement, the matter may not be arbitrated; instead, the other party should be encouraged to have the settlement agreement judicially enforced by a court of competent jurisdiction.

No aspect of this mediation conference shall be relied upon or introduced as evidence in any ethics, arbitration, judicial, or other proceeding, including but not limited to: views expressed, or suggestions made by a party with respect to a possible settlement of any party thereto. No privilege shall be affected by disclosures made during meditation. Disclosures of any records, reports, or other documents received or prepared by the Association of Mediation Officer shall not be compelled. Neither the Association nor the Mediation Officer shall be compelled to disclose or testify in any proceeding as to information disclosed or representations made during the mediation or communication to the Mediator in confidence. Neither the Mediation Officer, the Sierra Nevada REALTORS®, the Nevada State Association of REALTOR® nor the National Association of REALTORS® or any of its Member Boards shall be deemed “necessary parties” in any judicial proceedings related to mediation under this Agreement. The parties acknowledge that the mediation proceedings will not be recorded and that weapons of any type are prohibited.

Are the circumstances giving rise to this request for Mediation the subject of civil or criminal litigation or in any proceeding before the state real estate licensing authority or any other state or federal regulatory or administrative agency?

Yes     No

By my signature on this Agreement to Mediate, I acknowledge my rights and agree to the terms of the mediation procedures as stated above. I hereby affirm that I have the authority to enter into and sign a binding written agreement to settle this dispute.

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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Address:

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Phone:	Email:	
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**Sierra Nevada REALTORS®**  
 5650 Riggins Ct. Reno, NV 89502  
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**Exhibit 1:**  
**Mediation Request Narrative Summary**

**Complainant(s):**

**Respondent(s):**

**Relationship to Transaction:**

- Buyer    Seller    Owner    Tenant
- Listing Agent    Selling Agent    Property Mgr.

**Relationship to Transaction:**

- Buyer    Seller    Owner    Tenant
- Listing Agent    Selling Agent    Property Mgr.

The following information is a brief statement regarding the incident and events relating to the request for a Mediation. Attach additional sheets, if necessary, along with any documentation to support your statement.

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

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

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

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

**Sierra Nevada REALTORS®**  
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**Mediation Officer Selection Form**

**Complainant(s):**

**Respondent(s):**

**Relationship to Transaction:**

- Buyer    Seller    Owner    Tenant  
 Listing Agent    Selling Agent    Property Mgr.

**Relationship to Transaction:**

- Buyer    Seller    Owner    Tenant  
 Listing Agent    Selling Agent    Property Mgr.

The following individuals have agreed to serve as Mediation Officers for disputes between the public, and members of the Sierra Nevada REALTORS®. As a party to this mediation, you have the right to challenge any Mediator that you believe would not be acceptable to serve as the Mediation Officer for your mediation conference. This form must be returned to the Association office.

**Sylvia Aufiero**       I will accept       I will NOT accept, because

**Trudy Brussard**       I will accept       I will NOT accept, because

**Michael Del-Missier**       I will accept       I will NOT accept, because

**Nanette Fink-Eaton**       I will accept       I will NOT accept, because

**Liz Gonzalez**       I will accept       I will NOT accept, because

**David Graham**       I will accept       I will NOT accept, because

**Helen Graham**       I will accept       I will NOT accept, because

**Kimberly Larkin-Ritter**       I will accept       I will NOT accept, because

**Jen McDonald**       I will accept       I will NOT accept, because

**Peter Moritz**       I will accept       I will NOT accept, because

**Sandra Mullet**       I will accept       I will NOT accept, because

**Elizabeth Quinn**       I will accept       I will NOT accept, because

**Joanna Rice**       I will accept       I will NOT accept, because

**Raymond Solorzano**       I will accept       I will NOT accept, because

**Toni Taylor**       I will accept       I will NOT accept, because

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

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

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

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

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**Designation of Counsel Form Mediation Request**

**Date:** \_\_\_\_\_ **Case: #** \_\_\_\_\_

**Complainant(s):** \_\_\_\_\_ **Respondent(s):** \_\_\_\_\_

**Relationship to Transaction:**  Buyer  Seller  Owner  Tenant  
 Listing Agent  Selling Agent  Property Mgr.

**Relationship to Transaction:**  Buyer  Seller  Owner  Tenant  
 Listing Agent  Selling Agent  Property Mgr.

I/WE, \_\_\_\_\_, the above-referenced  Complainant(s)  
 Respondent(s) do hereby designate the following legal or REALTOR® counsel for representation in all aspects of these proceedings:

**Counsel Name:** \_\_\_\_\_  Attorney or  REALTOR®

Firm/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Counsel from this point forward will refer to the above-named individual.*

Does the named counsel on this form have the authority to enter into and sign a binding agreement on your behalf to settle the dispute referenced in this mediation request?  Yes  No

The Sierra Nevada REALTORS® is requested to send copies of all future notices and documents pertaining to this case to the named counsel on this form. The undersigned does hereby designate the named counsel on this form as their agent and spokesperson in these proceedings.

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

\_\_\_\_\_  
**Print Name** **Signature**

\_\_\_\_\_  
**Print Name** **Signature**

*\*REALTOR® Counsel (a fellow REALTOR® who may offer guidance or advice) may be used only in Mediation Hearings and/or Ethics Hearings, not in Arbitration Hearings.*