

Board or State Association

Address

City

State

Zip

## Response and Agreement to Arbitrate

To the **Professional Standards Committee:**

Complainant(s)	Respondent(s)

- (1) The undersigned, by becoming and remaining a member of the Board of REALTORS® (or Participant in its MLS), has previously consented to arbitration through the Board under its rules and regulations.
  - (2) I am a member of the \_\_\_\_\_ Board of REALTORS® or Participant in its MLS (or was a member of the Board at the time the dispute arose).
  - (3) I acknowledge the existence of a dispute arising out of the real estate business as defined by Article 17 of the Code of Ethics but deny any indebtedness as claimed.
  - (4) My denial is predicated upon the statement attached marked Exhibit A, which is hereby incorporated by reference into this response.
  - (5) (Complete if applicable) Affirmatively, I claim that a monetary dispute arising out of the real estate business exists between the parties wherein there is due to me the sum of \$\_\_\_\_\_. My claim is predicated upon the statement attached, marked Exhibit B, which is hereby incorporated by reference into this response.
  - (6) I consent to arbitration through the Board in accordance with its *Code of Ethics and Arbitration Manual* (alternatively, “in accordance with the professional standards procedures set forth in the bylaws of the Board”), 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.
- (7) I enclose my check in the sum of \$\_\_\_\_\_ 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 fifteen (15) days before the hearing of the name, address and phone number of my attorney to all parties and the Board. 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 intends to call at the hearing to the Board 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® nonprincipal (or REALTOR-ASSOCIATE® nonprincipal) affiliated with my firm has a financial interest in the outcome of the proceeding and has the right to be present throughout the hearing:

\_\_\_\_\_.

\*Not to exceed \$500

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- (9) I declare that the information provided with this response is true and correct to the best of my knowledge and belief.
- (10) 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 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. I understand that should I contend this matter is not arbitrable, I have an opportunity to petition the arbitration Hearing Panel to dismiss the arbitration request.

**Respondent(s):**

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Name (Type/Print)	Signature of REALTOR® Principal	Date
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Address	Telephone
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Name (Type/Print)	Signature of REALTOR® Principal	Date
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Address	Telephone
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