



**Anchorage and/or Southeast Alaska Board of REALTORS®
REQUEST TO INITIATE MEDIATION FORM**

The party requesting mediation is responsible to complete this form in its entirety; an incomplete form will be returned. ***Please note, mediation requests will not be accepted without the email addresses of both parties.***

This mediation concerns property located at:

Street (Property) Address: _____

Date of Request and/or Filing: _____, 20_____

Party Requesting Mediation

Complainant Buyer Seller

Name: _____ Email: _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers Day: _____ Cell: _____

Complainant's REALTOR® or Non-REALTOR®

Name: _____ Phone: _____

Real Estate Office: _____ Email: _____

Other Party

Respondent Buyer Seller

Name: _____ Email: _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers Day: _____ Cell: _____

Respondent's REALTOR® or Non-REALTOR®

Name: _____ Phone: _____

Real Estate Office: _____ Email: _____



**Anchorage and/or Southeast Alaska Board of REALTORS®
REQUEST TO INITIATE MEDIATION FORM**

This mediation concerns property located at:

Street (Property) Address: _____

Brief Description of Dispute:

Are there any other actions pending regarding this transaction? If so, please explain:

Amount of Money Involved: \$ _____

Have there been any formal court pleadings filed in this case? Yes No

Do you have the authority to enter, and sign, a binding written agreement to settle this on behalf of the party you represent? Yes No

Comments: _____

Has a prior agreement to mediate been signed by the parties? Yes No

Fees: Once the Anchorage Board of REALTORS® receives the *Request to Initiate Mediation* and the *Agreement to Mediate Forms* from each party, an invoice will be emailed. Please make electronic payment within 3-days of receipt of invoice.

- **\$500 per party** for REALTORS® office and/or their clients, payable at the time that the *Request to Initiate Mediation* and the *Agreement to Mediate Forms* are submitted.
- **\$750 per party** for Non-REALTORS® offices and/or their clients, payable at the time that the *Request to Initiate Mediation* and the *Agreement to Mediate Forms* are submitted.

Once payment is received by both parties, the mediation conference will be scheduled.

Questions? Please send an email to: info@ancboard.com

**Anchorage and/or Southeast Alaska Board of REALTORS®
AGREEMENT TO MEDIATE**

This mediation concerns property located at:

Street (Property) Address: _____

The undersigned further agree to submit the above dispute to mediation in accordance with the Mediation Rules and Procedures of the Anchorage Board of REALTORS®. Any agreement signed by the parties, pursuant to the mediation procedure, shall be binding.

Complainant

Signature: _____ Date: _____, 20____

Signature: _____ Date: _____, 20____

Respondent

Signature: _____ Date: _____, 20____

Signature: _____ Date: _____, 20____

Complete forms and submit by email:

- Email: **info@ancboard.com**

- **Anchorage Board of REALTORS®**
PO Box 241414
Anchorage AK 99524

Please note: All communications regarding this mediation will be done by email.