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Board or State Association

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Address

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City

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State

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Zip

## Notice of Request for Mediation

In the matter of

vs.

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Complainant

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Respondent

A request for mediation involving the above-named case prior to a hearing of this matter by the Professional Standards Committee of the Board has been received. A copy of the dispute is enclosed. If you wish to participate in the mediation process at this time, please complete the Mediation Agreement form and return it to the Board office at the address shown on this form by

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Date

The Agreement must be signed and dated by the REALTOR<sup>®</sup> principal or his/her authorized designee. If no response is received from you by the appointed date, the case shall be referred to the Grievance Committee of the Board for determination at its next scheduled meeting.

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Signature of Secretary

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Date

**Form Optional:** This may be accomplished by telephone.

*(Amended 11/12)*