

**REQUEST AND AGREEMENT TO ARBITRATE**  
(REALTOR<sup>®</sup> TO REALTOR<sup>®</sup>)

1. The undersigned, by becoming and remaining a member of the REALTOR<sup>®</sup> Association of Prince William has previously consented to arbitration through the Association under its Rules and Regulations.
2. I am informed that each person named below is a member in good standing of the Association, or was a member of said Association of REALTORS<sup>®</sup> at the time the dispute arose.
3. A dispute arising out of the real estate business as defined by Article 17 of the Code of Ethics exists between me and (list all persons you wish to name as respondents to this arbitration):

_____ REALTOR <sup>®</sup> Principal	_____ REALTOR <sup>®</sup> Principal
_____ Address	_____ Address

4. There is due, unpaid and owing to me (or I retain) from the above-named persons the sum of \$ \_\_\_\_\_. My claim is predicated upon that statement attached, marked Exhibit I and incorporated by reference into this application.
5. I request and consent to arbitration through the Association in accordance with its Code of Ethics and Arbitration Manual, and I agree to abide by the arbitration award and to comply with it promptly.
6. I enclose my check in the sum of \$500.00 for the arbitration filing fee.\*
7. I understand that I may be represented by counsel, and that I should give written notice no less than 15 days before the hearing of the name, address and phone number of my attorney to all parties and the Association. 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(s) require representation.

Each party must provide a list of the names of witnesses he intends to call at the hearing to the Association and to all other parties not less than 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<sup>®</sup> non-principal affiliated with my firm has a financial interest in the outcome of the proceeding and has the right to be present throughout the hearing:

\_\_\_\_\_

\_\_\_\_\_

8. Under the penalties of perjury, I declare that this application and the allegations contained herein are true and correct to the best of my knowledge and belief and this request for arbitration is filed within 180 days after the closing of the transaction, if any, or within 180 days after the facts constituting the arbitral matter could have been known in the exercise of reasonable diligence, whichever is later.
9. 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 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

COMPLAINANT(S)

RESPONDENT(S)

\_\_\_\_\_  
Signature of REALTOR® Principal:

\_\_\_\_\_  
Signature of REALTOR® Principal:

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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

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

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

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

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