

Dear Interested Party,

Thank you for your interest in mediating your dispute using the Pacific West Association of REALTORS® mediation services. The goal of our mediator is to assist a buyer and/or seller in reaching a mutually acceptable agreement and/or understanding. The process will occur through a face-to-face meeting of all parties.

The mediator does not decide the outcome of the dispute. You and the other individuals involved make this decision. Nor does the mediator make judgments regarding actions for which anyone is responsible. The mediator does not represent or advocate for anyone.

You are not required to, but may be represented by an attorney during the services. If your dispute is \$7,500.00 or less, it may be settled in Small Claims Court instead of mediation or arbitration.

Fee Schedule: \$325.00 filing fee per party

Under \$20,000 in dispute \$650.00 per party (up to 4 hours)

Over \$20,000 in dispute \$750.00 per party (up to 4 hours).

Both fees above include the filing fee of \$325.00

Any mediation in excess of 4 hours is \$100.00 per party, per hour.

If the disputing parties do not agree on a solution, then you can move on to arbitration or litigation, but if you come to an agreement, the resolution is formalized and the dispute is resolved. If you wish to use our mediation services, please complete and submit the following:

- Complete the Request for Mediation Form and sign it
- Name and current address of the other party
- Submit a description of claim (must be typewritten or printed)
- Sign and return the Mediation Rules & Confidentiality Agreement
- Include a **copy** of any supporting documents that would be helpful in resolving your dispute.
- Mail the completed forms including \$325.00 filing fee to:

Pacific West Association of REALTORS®
Attn: Professional Standards Department
1601 E. Oranewood Avenue
Anaheim, CA 92805
(714) 245-5500

