

ARBITRATION FILING INSTRUCTIONS (\$500.00 Filing Fee)

Arbitration is a method to resolve a dispute arising out of the real estate business which generally involves money. Arbitration is an alternative to litigation and the arbitration hearing panel may provide legal and equitable relief to the parties, they do not, however, impose disciplinary action.

The association can handle arbitrations of certain disputes such as those between members or between a member and a client who agree to be bound by the arbitration award. Association membership includes an agreement to arbitrate disputes with other members.

The Arbitration Complaint Form must be signed by the Complainant and a dollar amount indicated. Enclose a detailed summary marked "Exhibit 1" of an explanation as to why you are seeking the dollar amount claimed; and include any evidence and dates. You must be prepared to be present and prove your case at a hearing. An Arbitration complaint must be filed within one-hundred eighty (180) calendar days after the closing of the transaction, if any, or after the facts constituting the matter could have been known in the exercise of reasonable diligence, whichever is later. Occasionally, a dispute will be legally very complex and beyond the scope or knowledge of the arbitration hearing tribunal. The Professional Standards Chairman and Association legal counsel may jointly recommend that the matter not be arbitrated at the Association.

- I have read and reviewed "Important Things to Know Before Filing an Arbitration Complaint"
 - I have enclosed my Arbitration Request (**Form A-1**) (For a Member to Member dispute) (Your Broker's Signature is Required and the Respondent's Broker must also be named)
- or**
- I have enclosed my Arbitration Request (**Form PA-1**) (For public filing against listing agent or listing agent filing against seller – Respondent's Broker must be named)
 - I have enclosed a clear and concise typewritten summary of events, important dates and supporting evidence marked as "Exhibit 1"
 - I have enclosed a Check or Credit Card payment for \$500 payable to PWR

Completed forms should be sent via mail, fax or e-mail to:

Tri-Counties Association of REALTORS → C/O

Pacific West AOR

1601 E. Orangewood Ave

Anaheim, CA 92805

(714) 245-5500 Phone • (714) 245-5599 Fax • E-Mail: prostandards@pwr.net