



When filing a Mediation Request, it is essential that we receive the following information in order to process it in a timely manner.

- 1) All Claimants' names, addresses, and phone numbers.
- 2) All Respondents' names, addresses, and phone numbers.
- 3) All Real Estate Companies involved and their addresses and phone numbers.
- 4) What you are requesting or the amount of money in dispute.
- 5) Case summary only. Documentation to substantiate your claim is sent directly to the mediator by you.
- 6) A \$50.00 non-refundable administrative fee from the Claimant and \$50 from the Respondent(s). The \$50 from the Claimant needs to be sent along with your intake form.

Mediation cost is \$400.00 per party for the first 3 hours. After the first 3 hours, the cost is \$150 per hour, per side. All mediation fees are paid directly to the mediator. If dispute is resolved within 2 hours or less, each side will be refunded \$100.