

**ARIZONA ASSOCIATION OF REALTORS®**  
255 E. Osborn Rd., Suite 200  
Phoenix, AZ 85012

**REQUEST AND AGREEMENT TO ARBITRATE**

1. The undersigned, by becoming and remaining a member of the Arizona Association of REALTORS® (or a Participant in an Arizona REALTOR® MLS), 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 a Participant in an Arizona REALTOR® MLS), or was a member of said Arizona Association of REALTORS® 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 (or my firm) and (list all persons and/or firms you wish to name as Respondents to this arbitration.\*)

\_\_\_\_\_, REALTOR® principal \_\_\_\_\_  
Name Address

\_\_\_\_\_, REALTOR® principal \_\_\_\_\_  
Name Address

\_\_\_\_\_  
Firm Address

**[NOTE: Arbitration is generally conducted between REALTORS® (principals) or between firms comprised of REALTOR® principals.]**

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 the statement attached, marked Exhibit 1 and incorporated by reference into this application. The disputed funds are currently held by \_\_\_\_\_.

Please clearly summarize the reason(s) you believe that the Respondent(s) owes you this money below:

**NOTE: Supporting documents and evidence should be submitted with this complaint. If evidence and documents supporting your claim are not provided, it is possible that the hearing panel may not consider them at the hearing.**

5. I request and consent to arbitration through the Association in accordance with its **Code of Ethics and Arbitration Manual** (alternatively, "in accordance with the professional standards procedures set forth in the bylaws of the Association"), and I agree to abide by the arbitration award and to comply with it promptly.

In the event I do not comply with the arbitration award and it is necessary for any party to this arbitration to obtain judicial confirmation and enforcement of the arbitration award against me, I agree to pay the party obtaining such confirmation the costs and reasonable attorney's fees incurred in obtaining such confirmation and enforcement.

6. I enclose my check in the sum of     \$500     for the arbitration filing deposit.
7. I understand that I may be represented by legal counsel, and that I should give written notice no less than fifteen (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(ies) require representation.

Each party must provide a list of the names of witnesses he intends to call at the hearing to Association and to all other parties not less than fifteen (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® nonprincipal (or REALTOR-ASSOCIATE® 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:**

\_\_\_\_\_  
(NAME OF NON-PRINCIPAL REALTOR® AFFILIATED WITH FIRM WITH FINANCIAL INTEREST IN THE OUTCOME)

- 8. 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 one hundred eighty (180) days after the closing of the transaction, if any, or within one hundred eighty (180) days after the facts constituting the arbitrable 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 twenty (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 Hearing Panel.
- 10. Are the circumstances giving rise to this arbitration request the subject of civil litigation:  Yes  No.
- 11. Important note related to arbitration conducted pursuant to Standard of Practice 17-4 (1) or (2): Where arbitration is conducted between two (or more) cooperating brokers pursuant to Standard of Practice 17-4 (1) or (2), the amount in dispute and amount of any potential resulting award is limited to the amount paid to the Respondent by the listing broker, seller, or landlord and any amount credited or paid to a party to the transaction at the direction of the Respondent.
- 12. Address of the property in the transaction giving rise to this arbitration request:  
\_\_\_\_\_

13. The sale/lease closed on: \_\_\_\_\_

**[Please attach documentation that demonstrates the transaction involved in the dispute has closed escrow or a lease has been executed. Documentation is attached:  Yes  No]**

**COMPLAINANT(S):**

\_\_\_\_\_  
Name (Type/Print) Signature of REALTOR® principal Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Email

\_\_\_\_\_  
Name (Type/Print) Signature of REALTOR® principal Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Firm\* Addresses

\_\_\_\_\_  
Telephone Email

\*In cases where arbitration is requested in the name of a firm comprised of REALTORS® (principals), the request must be signed by at least one of the REALTOR® principals of the firm as a complainant.