

Richmond Association of REALTORS®  
8975 Three Chopt Rd., Richmond, VA 23229

**Request for Mediation**

In the matter of \_\_\_\_\_ vs. \_\_\_\_\_  
Complainant Respondent

I am requesting mediation with the above-named disputant. There is due, unpaid, and owing to me (or I retain) from the above-named person the sum of \$\_\_\_\_\_. My claim is predicated upon the statement attached, marked Exhibit I and incorporated by reference into the application.

\_\_\_\_\_  
Signature of REALTOR® Principal/Authorized Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

*Form Optional: This may be accomplished by telephone.*

*(Amended 11/12)*