



Re: Arbitration Request

Dear Complainant:

If you wish to pursue an Arbitration Request please return the enclosed A-1 Request and Agreement to Arbitrate Form. Please note that the document must be filed and signed on Page 2 by the Broker- Manager (Principal) of the office.

Provide the information requested on the A-1 Form, sign and return with an NCJAR credit card authorization form (found on our website) for the filing fee of \$500.00, and submit with your full complaint including any associated documentation. Kindly email the complaint package in one PDF and the credit card authorization as a separate attachment to complaint@ncjar.com.

Please note the filing fee will be returned if you successfully settle the matter through mediation. Filing fees will not be returned to the parties if an Arbitration hearing occurs.

Upon receipt of the above, this matter will be forwarded to the Grievance Committee for review. If you have any questions, or need assistance, please do not hesitate to contact me.

Sincerely,

Nina Kaeser, RCE

Professional Standards Administrator

Enclosure – Form A-1- Request & Agreement to Arbitrate

Form #A-1

NORTH CENTRAL JERSEY ASSOCIATION OF REALTORS®

Board or State Association

910 MT. KEMBLE AVE.	MORRISTOWN	NJ	07960
Address	City	State	Zip

Request and Agreement to Arbitrate

- (1) The undersigned, by becoming and remaining a member of the North Central Jersey Association of Realtors® (or Participant in its MLS), has previously consented to arbitration through the Board under its rules and regulations.
- (2) I am informed that each person named below is a member in good standing of the Board (or Participant in its MLS), or was a member of said Board 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. Naming a Realtor® [principal] as respondent enables the complainant to know who will participate in the hearing from the respondent's firm; naming a firm may increase the likelihood of collecting any resulting award.)

- (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 I and incorporated by reference into this application. The disputed funds are currently held by_____.

Parties are strongly encouraged to provide any and all documents and evidence they intend to introduce during the hearing to the other party(ies) and to the association prior to the day of the hearing. Providing documents and evidence in advance can expedite the hearing process and prevent costly, unnecessary continuances.

- (5) I request and consent to arbitration through the Board 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 Board"). I agree to abide by the arbitration award and, if I am the non-prevailing party, to, within ten (10) days following transmittal of the award, either (1) pay the award to the party(ies) named in the award or (2) deposit the funds with the Professional Standards Administrator to be held in an escrow or trust account maintained for this purpose. Failure to satisfy the award or to deposit the funds in the escrow or trust account within this time period may be considered a violation of a membership duty and may subject the member to disciplinary action at the discretion of the Board of Directors consistent with Section 53, The Award, *Code of Ethics and Arbitration Manual*.

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 \$_____ 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 Board. 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.

*Complainants may name one or more Realtor® principals or a firm comprised of Realtor® principals as respondent(s). Or, complainants may name Realtor® principals and firms as respondents.

**Not to exceed \$500.

- (8) Each party must provide a list of the names of witnesses he intends to call at the hearing to the Board 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**[®] nonprincipal) affiliated with my firm has a financial interest in the outcome of the proceeding and may be called as a witness, and has the right to be present throughout the hearing:

_____.

All parties appearing at a hearing may be called as a witness without advance notice.

- (9) 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.

Date(s) alleged dispute took place _____

- (10) 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 transmittal 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 Board of Directors.
- (11) Are the circumstances giving rise to this arbitration request the subject of civil litigation? _____ Yes _____ No
- (12) 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 the 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.
- (13) Address of the property in the transaction giving rise to this arbitration request:
- _____
- (14) The sale/lease closed on: _____
- (15) Agreements to arbitrate are irrevocable except as otherwise provided under state law.

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* Address

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 co-complainant.

(Revised 11/15)

CREDIT CARD AUTHORIZATION FORM

Please submit form to Nina@ncjar.com for processing.

PRINT MEMBER NAME

NRDS#

OFFICE NAME/LOCATION

PHONE

E-Mail

CREDIT CARD NUMBER (VISA, MC, AMEX, DISCOVER)

EXP DATE

BILLING ZIP

SEC CODE

PURPOSE OF PAYMENT

\$500
TOTAL AMOUNT TO BE CHARGED

PRINT NAME ON CARD

X
SIGNATURE

DATE

I acknowledge that I understand and authorize the above charges and that, once authorized; there will be no refunds or credits given.