

Bucks County Association of REALTORS®  
1452 Old York Road Warminster, PA 18974  
215.956.9176  
Fax: 215.956.9298  
[www.bucksrealtor.com](http://www.bucksrealtor.com)

Home Buyers/Home Sellers  
Dispute Resolution System Request to initiate

MEDIATION – TRANSMITTAL FORM  
(To be completed by the party requesting mediation)

**PLEASE PRINT**

DATE \_\_\_\_\_

1. **PARTY REQUESTING MEDIATION**

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Buyer     Seller     Other \_\_\_\_\_

Name and Address of your Legal Counsel or Other Representative: if applicable

Name \_\_\_\_\_ Phone \_\_\_\_\_

Firm \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

Please check the box if you want your Counsel to be your point of contact

2. **NAME OF OTHER PARTIES IN THIS DISPUTE**

*\* You MUST supply an address to proceed*

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Buyer     Seller     Other \_\_\_\_\_

Name and Address of their Legal Counsel or Other Representative: if applicable and known

Name \_\_\_\_\_ Phone \_\_\_\_\_

Firm \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

**3. Additional Information**

Agent/Broker for Seller \_\_\_\_\_

Agent/Broker for Buyer \_\_\_\_\_

**BRIEF DESCRIPTION OF CLAIM:**

**(ATTACH a detailed separate typed or written narrative explaining the dispute and provide a copy of the agreement of sale)**

**4. AMOUNT OF MONEY INVOLVED:** \_\_\_\_\_ (\$ \_\_\_\_\_)

**5. Has there been any formal court pleadings filed in this case?**

Yes     No

If yes, are there any trial dates or time limitations involved?

Date \_\_\_\_\_ Court \_\_\_\_\_

County \_\_\_\_\_ Judge \_\_\_\_\_

Court Docket# \_\_\_\_\_

**6. Do you have authority to enter into and sign a binding written agreement to settle this on behalf of the party you represent?**

Yes     No

Comment: \_\_\_\_\_

**7. Has a prior agreement to mediate been signed by the parties?**

Yes     No

If yes, please attach a copy of the signed agreement or enclose copy of Agreement of Sale.

**Mediation Administrator:    Lisa M. Frey, Director of Professional Development**

**[prostands@bucksrealtor.com](mailto:prostands@bucksrealtor.com)**

**Bucks County Association of REALTORS®, Inc.**

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***A nonrefundable Administration Fee of \$100.00 made payable to BCAR must be mailed to the office. \*This form and supporting documents can be emailed.***