

2018
Interboard Arbitration
PROCEDURES



Greater Tampa REALTORS®

2918 W. Kennedy Blvd.

Tampa, FL 33609

813.879.7010

www.tamparealtors.org

For Assoc Use Only:
Case # _____
Date Rec'd: _____

Greater Tampa REALTORS®
 2918 W. Kennedy Blvd.
 Tampa, FL 33609

**Interboard Arbitration
 Request and Agreement to Arbitrate**

(1) The undersigned, by becoming and remaining a member of the Greater Tampa REALTORS® (hereinafter referred to as “Association”) (or Participant in its 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 a Board/Association (or Participant in its MLS), or was a member of a Board/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 respondent(s) to this arbitration):

	REALTOR® principal	
Name (Print name of REALTOR® Principal)		Address

	REALTOR® principal	
Name (Print name of REALTOR® Principal)		Address

	Firm	
		Address

(NOTE: Arbitration is generally conducted between REALTORS® (principals) or between firms comprised of Realtors® principals. Naming a REALTOR® (principal) as a 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 (or Attachment A) and incorporated by reference into this application.

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 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 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 \$250.00 for the interboard arbitration filing fee.

(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.

(8) Each party must provide a list of the names of witnesses they intend to call at the hearing to the Association and to all other parties not less than fifteen (15) days prior to the hearing. Each party shall arrange for his or her witnesses to be present at the time and place designated for the hearing. The following REALTOR® non-principal (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:

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 Association 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 and any amount credited or paid to a party to the transaction at the direction of the respondent.

(13) Address and County of the property in the transaction giving rise of this arbitration request.

(14) The sale/lease closed on: _____

(15) Agreements to arbitrate are irrevocable except as otherwise provided under state law.

(16) I/We agree to Mediation prior to Arbitration: () Yes () No

Complainant(s):

Name (Type/Print)	Signature of REALTOR® Principal	Date
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Address

Telephone	Email
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Name (Type/Print)	Signature of REALTOR® Principal	Date
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Address

Name of Firm*	Address
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Telephone	Email
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*In cases where arbitration is required in the name of the 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.

Greater Tampa REALTORS®

Interboard Arbitration Documentation Checklist

Attachment "B"

The following checklist is designed to assist you in providing the proper documentation when filing an ethics complaint or requesting arbitration with the Greater Tampa REALTORS®. Be sure to include with your complaint all applicable documentation to support your claim. **FAILURE TO PROVIDE PERTINENT DOCUMENTS MAY RESULT IN A DELAY OR DISMISSAL OF YOUR CASE.**

Listing Agreement(s)	Inspection Reports
Profile Sheet(s)	Walk Through Forms
Feature Sheet(s)	Advertisements
Any Disclosure Forms	Exclusive Rental Listing Agreement
Contract for Sale and Purchase	Agreement to Enter into a Lease
Addendum	Lease
Warrantees/Guarantees	Conditional/Unconditional Withdrawal
Copies of Checks	Bills/Invoices (water, electric, etc)
Correspondence (including email strings)	Closing Statement
Other Documentation	

Complainant's Signature

Date

Complainant's Signature

Date

Please return this form with your complaint package.