

**Sunflower Association of REALTORS®
Request for Mediation Transmittal Form**

(To be completed by party requesting mediation.) Copies should be mailed to the parties below.

Associates in Dispute Resolution, LLC
212 S.W. 8th Avenue, Suite 102
Topeka, KS 66603
785 357-1800
info@adrmediate.com

Sunflower Association of Realtors®, Inc.
3646 SW Plass
Topeka, KS 66611
785-267-3215

DATE:

1. NAMES OF ALL PARTIES TO THE DISPUTE *USE ADDITIONAL PAGES IF NECESSARY*

PARTY # 1

Name: _____

Address: _____

Email

Phone

Buyer

Seller

Builder/contractor

Other (explain)

Legal Counsel or Other Representative:

Name: _____

Firm _____

Address: _____ Phone: _____

PARTY #2

Name: _____

Address: _____

Email: _____ Phone: _____

Buyer

Seller

Builder/contractor

Other (explain)

2. OTHER PARTIES

Name : _____

Address: _____

Phone: _____ Email: _____

Buyer

Seller

Builder/contractor

Other (explain)

Name and Address of Legal Counsel

Name _____

Firm _____

Address: _____

Phone: _____ Email: _____

3. Brief Description of Claim:

4. Amount of money involved: _____

5. Have there been any court pleadings filed in this case?

Yes

No

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

Date _____ Court

County _____ Judge

Court case # _____

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. Do you need additional information from another attorney?

Yes

No

If yes, what?

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

Yes

No

If yes, please attach copy of the signed agreement.

9. Send a copy of your completed paperwork to:

Associates in Dispute Resolution, LLC **and**
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